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ADMIN. 201

Administrative Procedures Manual

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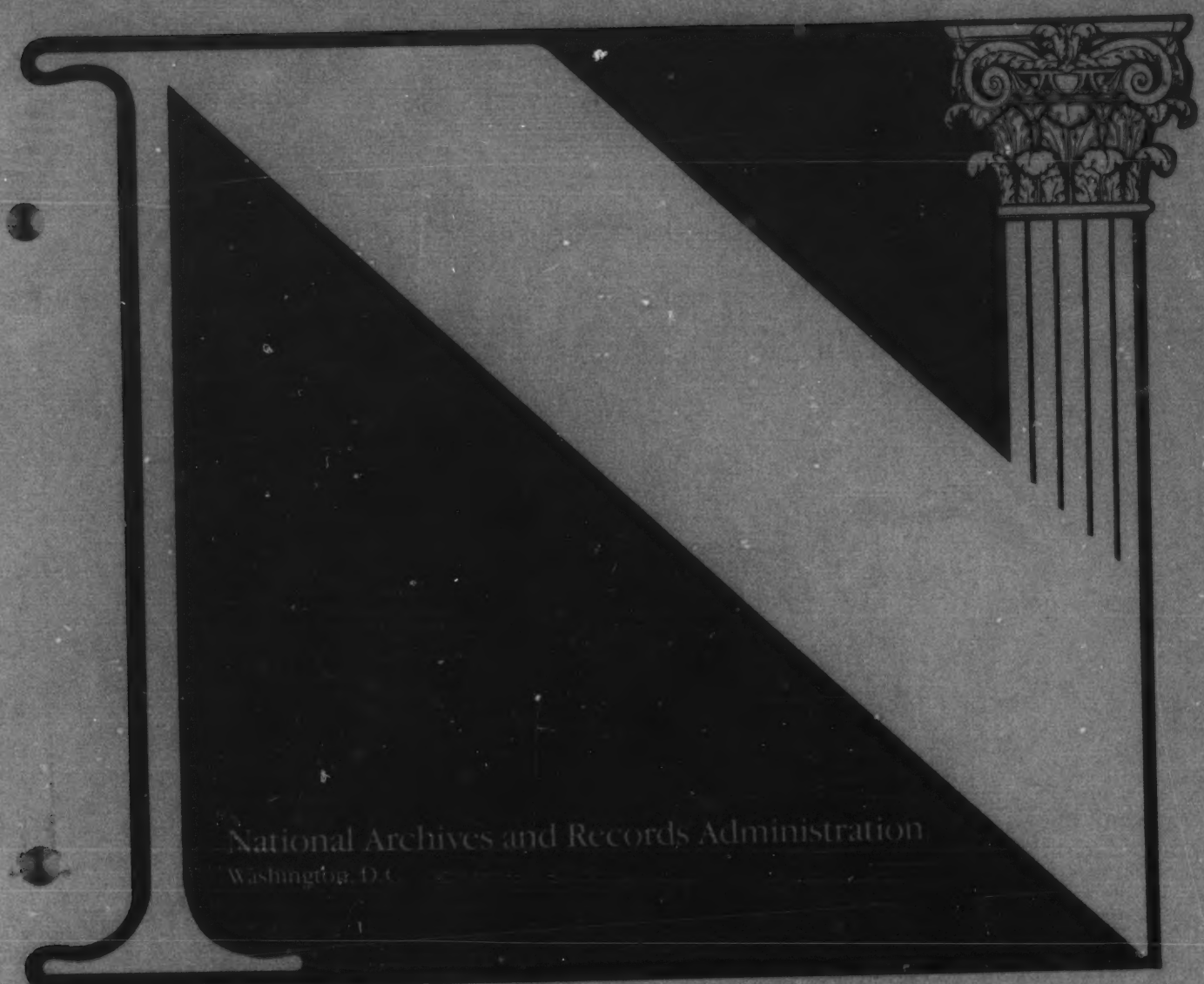

National Archives and Records Administration
Washington, D.C.

AE 1.108:

National Archives

Washington, DC 20408

ADMIN. 201
November 15, 1985

SUBJECT: NARA Administrative Procedures Manual

1. Purpose. This transmits chapter 1, parts 1 and 2, and chapters 3 and 4 of the NARA Administrative Procedures Manual.

2. Cancellation. This cancels the following GSA directives and NA numbered memos: NARS Administrative Procedures Handbook, NAR P 5410.2, ch. 1, part 2, and ch. 5, par. 20; NA85-147 and NA85-248; GSA Handbook, Writing GSA External Directives, OAD P 1812.1A; NARA Directive, INT. CONTROL 204; and any part of GSA Administrative Procedures, OAD P 5410.1 not in agreement with this issuance.

3. Explanation of changes. This directive provides guidance on relations with Congress, the Office of Management and Budget, and General Accounting Office; on the operation of campaigns; on the peparation and issuance of NARA external directives and bulletins; and on the operation of NARA's financial/internal controls.

CLAUDINE J. WEIHER
Assistant Archivist for
Management and Administration

Attachments

Distribution: Office Heads, Staff Directors, all Division Directors and Branch Chiefs in Central Office and Field, and Administrative Officers.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ADMINISTRATIVE PROCEDURES MANUAL

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CHAPTER 1. GENERAL

PART 1. RELATIONS WITH CONGRESS, THE OFFICE OF MANAGEMENT AND BUDGET, AND THE GENERAL ACCOUNTING OFFICE

SECTION 1. GENERAL

1. Purpose. This part establishes policies and procedures and assigns responsibilities for the NARA legislative program and the coordination of both formal and informal contacts with the Congress, the Office of Management and Budget (OMB) and the General Accounting Office (GAO).

2. Responsibilities.

a. Director, Congressional Relations Staff (NSC). The director has the primary responsibility for NARA's legislative contact and liaison activities with Members of Congress, their staffs, and Congressional committees (except as they relate to appropriations and the records of Congress), in order to maintain a high level of awareness of NARA's programs and activities.

b. Assistant Archivist for Management and Administration (NA). NA represents N in contacts with Congressional appropriations committees, and is the primary agency contact with OMB and GAO.

c. Director, Legal Services Staff (NSL). The director provides necessary legal advice and review involved in preparing the NARA legislative program, and in the preparation and submission of reports on proposed legislation. NSL is also responsible for contacts with GAO about bid protests, requests for formal opinions of the Comptroller General, and other legal issues.

d. Director, Legislative Archives Division (NNL). The director manages all activities related to Congressional records deposited with NARA, and serves as the only NARA contact with Congress on records related matters.

3 thru 7. Reserved.

SECTION 2. THE NARA LEGISLATIVE PROGRAM

8. Call for legislative program proposals. Within the first quarter of the fiscal year, or upon request by OMB, NSC prepares for N's signature a call to NARA offices and staffs requesting legislative proposals (excluding budgetary issues) for inclusion in NARA's legislative program.

9. Legislative program development.

a. NSC reviews proposals submitted by NARA office heads and staff directors, and prepares a tentative list of legislative issues for submissions to N.

b. N reviews the proposals and informs NSC which to include in the draft legislative program. NSC circulates the draft legislative program to office heads and staff directors for review and comment. N determines the final list of legislative proposals to be submitted to OMB.

c. NSC notifies offices heads and staff directors of the proposals to be included in NARA's annual legislative program.

10. Preparation of legislative packages. Each legislative package includes a draft bill, transmittal letter to the Speaker of the House explaining the need for the proposed legislation, and a transmittal letter to OMB. NSL and NAA assist NSC prepare the legislative packages and NAA assists NSC to clear the draft packages with appropriate offices and staffs.

11. OMB clearance. N submits the NARA legislative packages to OMB. Responses to OMB inquiries about NARA legislative packages are coordinated with appropriate officials by NSC, with NAA assistance. NSC prepares a written response for N's signature.

12. Submission to Congress. NSC ensures that a legislative package which has received OMB's approval is sent to Congress. NSC coordinates responses to Congressional staff and committee questions with appropriate NARA officials. NSC coordinates Congressional contacts to explain NARA's legislative proposals. NSC monitors the legislative program and reports periodically to N.

13 thru 20. Reserved.

SECTION 3. CONGRESSIONAL CONTACTS

21. General. This section establishes procedures governing contacts by NARA staff with Members of Congress, their staffs, and committee staffs. These contacts include Congressional visits or inquiries, Congressional hearings, technical assistance to Congressional offices, routine reference inquiries, and commenting on NARA's financial and program activities.

22. Congressional visits. NARA employees must advise NA and NSC, in advance through their office head or staff director, of any Congressional visit. Based on the reason for the visit and whether there are budgetary or financial implications, NA determines whether budget or other NARA personnel should attend the meeting. For meetings held without an NSC or NA representative present, the NARA attendee prepares a brief summary of the meeting and forwards it through channels to N.

23. Congressional hearings.

a. Appearance at hearings. Only N and NA have the authority to commit NARA officials to appear at Congressional hearings relating to NARA programs.

b. Legislative or oversight hearings. If N is scheduled to appear at a hearing, NSC coordinates the preparation of testimony, and contacts the appropriate NARA office heads and staff directors for assistance. After N's approval, NSC forwards the proposed testimony to OMB for clearance, allowing OMB 5 working days for comment before transmittal to Congress. Background briefing materials are prepared and coordinated by NSC and NA, as appropriate, with the assistance of office heads and staff directors.

c. Budget hearings. NA coordinates preparation of N's testimony and of the background briefing material required for NARA budget and appropriations hearings. NAB coordinates the preparation of this material with office heads and staff directors, as appropriate.

24. Substantive Inquiries.

a. Coverage. Substantive inquiries include all requests received from Congress, whether written or oral, concerning financial or budget matters, legislation, or specific NARA program activities.

b. Legislation and program activities. NSC coordinates responses to requests for comments on proposed legislation or requests for explanations of NARA program activities or issues. NAA solicits comments on these requests from

signature. All oral communications concerning these matters are coordinated by NSC with NA and the appropriate program officials.

c. Budget and financial issues. NA responds to all written or oral inquiries concerning budget and financial matters. Copies of written responses are provided to NSC.

25. Technical assistance and routine reference inquiries. Contacts with Members of Congress, their staffs, and committee staffs in the following circumstances do not require coordination with NSC or NA.

a. Records-related and administrative functions carried out by NNL, the sole NARA contact with Congress on records related matters.

b. Records storage services provided to Members of Congress by the Office of Federal Records Centers.

c. Routine reference inquiries from constituents referred by Congressional offices.

d. Routine reference inquiries and inquiries concerning Office of the Federal Register publications.

e. Tours of NARA facilities requested by Congressional offices or routine requests about the services, holdings and activities of NARA field units.

26. Legislative tracking. NSC monitors legislation of interest to NARA introduced into Congress. NSC provides copies of bills and resolutions to NARA officials as appropriate. At the request of NARA officials, NSC tracks specific bills and provides periodic status reports.

27. Preparation of responses. See chapter 14 for the proper format for responses to Congressional inquiries.

28 thru 35. Reserved.

SECTION 4. COMMUNICATIONS AND CONTACTS WITH OMB

36. General. This section establishes procedures to ensure that information furnished to OMB is accurate, complete, and consistent.

37. Meetings. NA is promptly informed of all requests for meetings with the staff of OMB, whether these originate in OMB or in NARA. NA determines whether budget or other NARA personnel should also attend the meeting.

38. Inquiries. Oral or written requests from OMB for information are handled in one of the following ways:

a. Written requests. If the request is written, it is referred to NA immediately. N or NA, as appropriate, responds to the request.

b. Oral requests. If the request is oral, NA is informed immediately. N or NA, as appropriate, responds to the inquiry.

39. Exceptions. Excluded from the provisions of this section are:

a. Routine inquiries concerning Office of Federal Register publications.

b. Routine requests relating to documentation standards and records management issues.

c. Contacts by NSC concerning NARA legislative programs and requests for comments on legislation.

40 thru 45. Reserved.

SECTION 5. COMMUNICATIONS AND CONTACTS WITH GAO

46. General. This section establishes procedures for contacts with GAO that relate to audits of NARA activities, requests for accounting information, and requests for NARA records.

47. Meetings. NA is promptly informed of all requests for meetings with the staff of GAO, whether these originate in GAO or in NARA. Based on the subject of the meeting and whether there are budgetary or financial implications, NA determineswhether budget or other NARA personnel should attend the meeting.

48. Inquiries.

a. NARA staff refer to NA all GAO requests for access to or information from NARA administrative records or RG 64, Records of the National Archives and Records Service/Administration.

b. GAO requests for unaccessioned records of any agency other than NARA are referred to the originating agency.

c. GAO requests for accessioned records of any agency other than NARA are serviced as they are for any other requestor.

49. GAO Audits. See ch. 12,

50. Exceptions. Excluded from the provisions of this section are routine contacts relating to adequacy of documentation and records managment issues.

51 thru 55. Reserved.

PART 2. CAMPAIGNS

56. Policy. NARA employees are given the opportunity to participate in recognized charitable and related drives such as the Combined Federal Campaign, the U.S. Savings Bond Program, and the American Red Cross Blood Drive. Supervisors and other officials are responsible for ensuring that participation is voluntary.

57. Central office. Administrative responsibility in Central Office for the campaigns noted in par. 56 will rotate among the major NARA offices. N will determine which office will be responsible for a particular campaign.

58. Field activities. Directors of NARA field units (Presidential Libraries, Federal Records Centers, and National Archives Field Branches) have the administrative responsibility for the campaigns noted in par. 56. Campaigns in the field are usually run under the auspices of the regional Federal Executive Board (FEB). The directors noted in par. 56 will serve as liaisons with the FEB, providing direction and needed materials to NARA staff, and giving status reports etc. to the FEB. Some field activities are located on large Federal complexes; e.g., the National Archives Center at Bayonne, New Jersey. If campaigns are run as one coordinated effort at such complexes, then NARA field activities will report to the lead Federal agency, rather than directly to the FEB. In situations where the FEB, or the lead Federal agency at a large complex, wants a consolidated report that reflects the activities of the Federal Records Center and National Archives Field Branch located in a NARA facility, the Administrative Officer for that facility will prepare the report and forward it to the FEB or the lead Federal agency.

59 and 60. Reserved.

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CHAPTER 3. EXTERNAL DIRECTIVES AND NOTICES

PART 1. REGULATIONS AND NOTICES

1. Reference. Document Drafting Handbook, Office of the Federal Register, 1980 ed.

2. General. NARA regulations affecting the public, Federal agencies, and NARA itself are published in the Federal Register and are codified in Chapter XII, Title 36 of the Code of Federal Regulations (CFR). Federal Register notices are documents published for public information, e.g., records disposition schedule notices and advisory committee notices. Notices do not contain regulatory material.

3. Types of regulations.

a. Proposed rule. A proposed rule, also called a notice of proposed rulemaking, is the first step in the NARA rulemaking process. A proposed rule is published in the Federal Register to give the public a 30 to 60 day period to offer comments on a proposed NARA regulation.

b. Final rule. A final rule is the regulation that will appear in the CFR. It has a specific effective date, usually the date of publication in the Federal Register.

c. Interim rule. An interim rule is a regulation that is issued without a prior proposed rule. It is effective immediately for a defined period of time, after which it must be converted to a final rule. NARA will issue interim rules only in emergency situations.

4. Federal Register Liaison. NAAD serves as the NARA Federal Register Liaison. The Federal Register Liaison transmits all documents to be published by the Federal Register and serves as a point of contact for any questions about a document. NARA offices shall direct questions about Federal Register documents to the Federal Register Liaison.

5. Unified Agenda of Federal Regulations. NAAD coordinates the semiannual submission for the Unified Agenda of Federal Regulations. The Agenda, which is published in the Federal Register each April and October, is a listing of each agency's planned regulations for the next year and completed regulatory actions since the previous Agenda was published.

6. Regulation format requirements. Part 2 of the Document Drafting Handbook provides detailed guidance on Federal Register requirements for drafting and formatting regulations. NAAD has copies of the Handbook. NAAD can also provide

assistance to offices preparing regulations. See fig. 3-1 for a checklist of format requirements.

7. Clearance of regulations.

a. Proposed rules.

(1) The originating office prepares the proposed regulation and clears it within the office before sending it in draft to NAAD. NAAD reviews the format and content and obtains the necessary clearances from NSL and other appropriate offices.

(2) NAAD returns copies of all clearance comments to the originating office for reconciliation and preparation of the proposed rule package for signature. NAAD maintains the original clearance comments in the official case file for the regulation.

b. Final rules.

(1) Public comments on proposed rules are addressed to NAAD, which forwards copies of the comments as they are received to the originating office. When the comment period has ended, NAAD notifies the originating office that the final rule may be prepared. NAAD retains the original comments in the official case file.

(2) The originating office prepares a draft of the final rule, incorporating appropriate comments. The supplementary information section of the preamble to the final rule must discuss all of the public comments that were received, whether or not those comments were adopted. If several comments are received on the same issue, the comments may be discussed as a group. NAAD can assist the originating office in drafting this section of the final rule.

(3) The draft final rule is sent to NAAD for format and content review. If the final rule has substantive changes from the proposed rule, NAAD may obtain clearances from the NARA offices that reviewed the proposed rule.

(4) NAAD returns the draft final rule, and copies of any additional internal NARA comments to the originating office for preparation of the final rule package for signature.

8. Preparation of regulations for signature. Proposed and final rules are signed by N. If someone is signing for N, that person's name and title (Acting Archivist of the United States) must appear in the signature block. Fig. 3-2 shows the number of copies required and how packages are assembled

for signature. The signature package is sent through the office head to NAA. NAAD prepares the Standard Form 83, Request for OMB Review, and submits the package through NA to N for signature.

9. Submission to OMB and the Federal Register. After signature, the package is returned to NAA. NAAD sends the SF 83 and copies of the proposed or final rule to OMB for review. When OMB clearance is received, NAAD sends the original signed rule and certified copies to NF for publication in the Federal Register. NAAD notifies the originating office of the scheduled date of publication.

10. Federal Register notice documents.

a. Format. Notices are double-spaced, and the pages are numbered consecutively. See fig. 3-3 for other format instructions.

b. Clearance. Except for routine NI records disposition notices, notice documents should be sent to NAAD in draft for review. If needed, NAAD will obtain NSL clearance. NAAD will return the draft with copies of any comments for preparation of the final document.

c. Preparation of notices for signature.

(1) All notices are signed by N. If someone is signing for N, that person's name and title (Acting Archivist of the United States) must appear in the signature block.

(2) See fig. 3-2 for the number of copies required and how packages are assembled for signature. The signature package is sent through the office head to NAA. NAA reviews the package and submits it through NA for signature. After signature, NAA processes the notice for submission to NF.

11. Corrections. NAAD sends a copy of the printed proposed rule, final rule, or notice to the originating office. That office should inform the Federal Register Liaison Officer immediately if there are errors in the printed document. The Federal Register Liaison Officer will prepare a correction document for the Federal Register if NARA made the error, and will notify NF to make the correction if the error was made by GPO.

12 thru 15. Reserved.

Required elements of a proposed or final rule:

Billing code 7515-01 in upper right corner

Preamble headings

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
36 CFR [Parts affected]
Short subject heading
AGENCY: National Archives and Records Administration
ACTION: Notice of proposed rulemaking or final rule
SUMMARY: Summary of action being taken, why, and intended effect of the action.
DATES: Comment due date or effective date for final rule
ADDRESS: Comments should be sent to Director, Program Policy and Evaluation Division, National Archives and Records Administration (NAA), Washington, DC 20408. [Used for proposed rules; usually omitted for final rules.]
FOR FURTHER INFORMATION CONTACT: Name and telephone number of knowledgeable person in originating office.
SUPPLEMENTARY INFORMATION: Additional information on what the rule does. For final rules, also information on comments received and significant changes from proposed rule.

Certification under Executive Order 12291 and Regulatory Flexibility Act:

"This rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981. As required by the Regulatory Flexibility Act, it is hereby certified that this proposed rule will not have a significant impact on small business entities."

Typing guidelines:

Double-space, with paragraphs indented 3 spaces from margin.

Number pages consecutively.

Include at least 3 lines of the regulation text on the page with the Archivist's signature block.

Figure 3-1. Checklist of format requirements for regulations

Assembling regulation packages for signature.

Left side of folder	Right side of folder
Official NAA file copy	Original document for signature 6 copies of original (no file information) Other file copies (N, NA and office copies)

Assembling notice packages for signature.

Left side of folder	Right side of folder
Official file copy (originating office)	Original document for signature 2 copies of original (no file information) Other file copies (N, NA, NAA, and office copies)

Assembling records disposition notice packages for signature.

Left side of folder	Right side of folder
Official file copy (originating office)	Original document for signature 1 copy of original (no file information) 1 copy of original with clear copies of SF 115s (no file information) Other file copies (N, NA, NAA, and office copies)

Figure 3-2. Assembling regulations and notices for signature

Billing Code: 7515-01

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[Name of advisory committee if meeting or charter notice; type of announcement if other, e.g., special closing of research room]

[Type of advisory committee notice]

[Text of the notice. If the notice exceeds one page, include at least 3 lines of the notice text on the last page with the signature block.]

Dated:

N SIGNATURE BLOCK

Figure 3-3. Format instructions for Federal Register notices

PART 2. BULLETINS

16. General. Bulletins furnish information to Federal agencies, such as announcing changes to the General Records Schedules or fees for reimbursable microfilming services. They can remind agencies of regulatory requirements but cannot impose new ones.

17. Types of bulletins.

a. NARA bulletins. These bulletins, signed by N, are issued in Central Office and are addressed to the heads of agencies. The information contained in these bulletins generally applies to agencies' headquarters and field offices.

b. NARA field bulletins. These bulletins are issued by the appropriate field director and are addressed to the agency offices served by that facility. The information contained in the NARA field bulletins is of local interest only, e.g., telephone numbers for a particular records center or dates of a files course offered by a center.

18. Bulletin format. The first page of a bulletin is typed on special bulletin paper. NAAD maintains the stock of both NARA bulletin paper and NARA field bulletin paper. Second and subsequent pages are typed on plain bond paper.

a. NARA bulletins. See fig. 3-4 for the format and typing instructions for NARA bulletins.

b. NARA field bulletins. See fig. 3-5 for the format and typing instructions for NARA field bulletins.

19. Bulletin numbering. Bulletins are numbered sequentially within a fiscal year, e.g., 85-1, 85-2. The first NARA bulletin and NARA field bulletin each fiscal year is a checklist of current and cancelled bulletins.

a. NARA bulletins. NAAD assigns numbers to NARA bulletins after signature, and prepares the checklist bulletin in consultation with the originating program offices.

b. NARA field bulletins. The Administrative Officer at each facility controls the numbering of NARA field bulletins issued at that facility. NC and NN field bulletins are numbered in the same series. NC field bulletins are identified in the bulletin heading as "FEDERAL RECORDS CENTER - [CITY]" and NN field bulletins are identified in the heading as "NATIONAL ARCHIVES - [CITY] BRANCH." The Administrative Officer prepares the checklist bulletin in consultation with the issuing directors.

20. Expiration dates. Bulletins must have a specific expiration date no later than 2 years after the date of issuance. Do not use the statement the bulletin remains in effect until superseded or cancelled. Bulletins will be reissued if they are still needed after the expiration date.

21. Clearance of bulletins.

a. NARA bulletins.

(1) The originating office prepares the bulletin and clears it internally before sending the draft to NAAD. NAAD reviews the format and content and obtains clearances from NSL and other offices, as appropriate.

(2) NAAD returns copies of all clearance comments to the originating office for reconciliation and preparation of final copy for N's signature. NAAD maintains the originals of the comments in the official case file.

(3) The originating office sends the bulletin package through the office head to NAA for final review and submission for signature.

b. NARA field bulletins. Program heads may require Central Office clearance of all or certain types of field bulletins. The issuing field activity consults with the program head by telephone to determine whether a proposed field bulletin requires clearance. The Administrative Officer ensures that any necessary clearance has been obtained, and maintains a copy of those clearances in a bulletin case file.

22. Printing and distribution.

a. NARA bulletins. NAAD obtains printing services and prepares the necessary forms. The bulletins will be distributed to agencies on the NARA bulletin mailing list and internally within NARA. When submitting the bulletin for signature, the originating office informs NAAD of any requirement for additional copies to be stocked by that office.

b. NARA field bulletins. The Administrative Officer obtains local printing services and distributes the field bulletin. Bulletins may be photocopied if it is more cost effective to photocopy than print the bulletin. One copy of each bulletin is sent to NAAD for the official case file, and one copy is sent to the program office.

23 thru 29. Reserved.

National Archives and Records Administration
Washington, DC 20408

NARA BULLETIN
NO. 85-99 September 1, 1985

TO: Heads of Federal agencies

SUBJECT: [descriptive subject heading]

1. Purpose. This paragraph states the purpose of the bulletin.

2. Expiration. This bulletin expires [date no later than 2 years from date of issuance of buletin].

3. Background. [Any background for the issuance of this bulletin, including, if appropriate, references to the regulation on which the bulletin is based.]

4. Action paragraphs.

5. For further information. [Provide an address and telephone number where agencies can obtain assistance on the subject of the bulletin.]

SIGNATURE BLOCK

DATAPOINT FORMAT INSTRUCTIONS

Left margin: 11
Right margin: 75
Bottom margin: 6 center 2 11 75

First page

TO: Line 14
SUBJECT: Line 16
Bulletin number and date are added by NAAD after signature

Second and succeeding pages

Header: NARA Bulletin [last 2 digits of FY]- [sequential number]
Top margin: 8 right 6 11 75
Footer: #

Figure 3-4. Format and typing guides for NARA Bulletins

National Archives and Records Administration

NARA FIELD BULLETIN
NO. 85-1

* FEDERAL RECORDS CENTER - SEATTLE
April 1, 1985

* NATIONAL ARCHIVES - SEATTLE BRANCH
if issued by NN field activity

TO: Federal agencies

SUBJECT: [descriptive subject heading; blocked with first letter of heading if 2 lines]

1. Purpose. [This paragraph states the purpose of the bulletin.]

2. Expiration. This bulletin expires [date no later than 2 years from date of issuance of bulletin].

3. Background. [Any background for the issuance of this bulletin, including, if appropriate, references to the regulation on which the bulletin is based.]

4. Action paragraphs.

5. For further information. [Provide full facility address and a telephone number where agencies can obtain assistance on the subject of the bulletin.]

SIGNATURE BLOCK

DATAPOINT FORMAT INSTRUCTIONS

Left margin: 11
Right margin: 75
Bottom margin: 6 center 2 11 75

First page

TO: Line 14
SUBJECT: Line 16
Bulletin number, records center or archives branch identification, and date are added after signature

Second and succeeding pages

Header: NARA Field Bulletin [last 2 digits of FY]- [sequential number]
Top margin: 8 right 6 11 75
Footer: #
Date will be added manually at left top margin after signature.

Figure 3-5. Format and typing guides for NARA Field Bulletins

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Appendix 4D. Sample Report

CHAPTER 4. INTERNAL AND FINANCIAL CONTROL PROGRAMS

PART 1. INTERNAL CONTROL PROGRAMS

1. Purpose.

a. Objective. This part provides NARA policies and establishes a program in compliance with the Office of Management and Budget (OMB) Circular No. A-123 (revised August, 1983), the Accounting and Auditing Act of 1950, as amended by the Federal Manager's Financial Integrity Act of 1982 (FMFIA), and OMB Circular No. A-34. Circular No. A-123 is included as Appendix 4A and provides definitions, objectives, standards, and related requirements.

b. Scope. This part establishes the organizational structure and general guidelines for a NARA Internal Control Program. Offices or staffs may supplement this directive with specific procedures that relate to their own organizations.

2. Authority and background.

a. General. Congress, OMB, and the General Accounting Office (GAO) have directed agencies to implement and maintain effective controls as a primary method to prevent fraud, waste, and abuse of Government resources. A-123 and FMFIA require the agency head to evaluate and report annually to Congress and the President on the adequacy of the agency's internal control systems. GAO has reported that controls to prevent fraud, waste, or abuse are often inadequate, nonexistent, or ignored by officials; and that Federal managers need to establish environments where internal controls are understood, encouraged, and enforced.

b. Authority. The basic authority for establishing and maintaining agency internal controls is the Accounting and Auditing Act of 1950, as amended by FMFIA, and the Antideficiency Act (31 U.S.C. 1341). Section 113 of the Accounting and Auditing Act of 1950 (31 U.S.C. 3512) requires the head of each agency to establish and maintain systems of accounting and internal controls. The Act also provides that accounting systems should conform to principles, standards, and related requirements prescribed by the Comptroller General of the United States. These requirements are set forth in the GAO Policy and Procedures Manual for Guidance of Federal Agencies.

3. Policy.

a. General. NARA offices will establish, maintain, evaluate, improve, and report upon systems of controls including management, program, accounting, and administrative

controls. These systems of control should constitute the full range of internal controls necessary to protect and use Government resources efficiently and effectively. All levels of management will actively promote officially adopted internal controls. New programs will incorporate effective systems of internal control. All systems will be evaluated on a recurring basis, and cited weaknesses will be promptly corrected. Reports will be issued, as required, on internal control activities and the results of evaluations.

b. Control environment. Each NARA office or staff will establish a control conscious environment. This environment should provide a disciplined atmosphere in which managers establish systematic controls, monitor their application, and periodically review their effectiveness. The control environment should encourage employee awareness of internal controls and employee responsibilities in the development and implementation of internal controls.

4. Responsibilities.

a. The Archivist of the United States (N). N is responsible for ensuring that the design, installation, evaluation, and improvement of NARA internal controls are in accordance with applicable laws and regulations.

b. The Assistant Archivist for Management and Administration (NA). NA has primary responsibility for coordinating the NARA Internal Control Program. The Program Policy and Evaluation Division (NAA) is responsible for providing oversight and guidance to NARA offices concerning the review, evaluation, and maintenance of effective internal controls. NAA is also responsible for managing, directing, and evaluating NARA reporting under A-123 and FMFIA. NAA will designate an Internal Control Officer to coordinate NARA internal control management, reporting, and training.

c. Office Heads and Staff Directors. Office Heads and Staff Directors have the responsibility to establish, maintain, and monitor internal control systems in their offices or staffs. They also have the responsibility to report upon the adequacy of their internal control systems; provide annual assurance statements to N on office compliance with the requirements of A-123 and FMFIA; and report any material weaknesses in their control systems to the Archivist, together with plans and schedules for correcting such weaknesses. Each office head will designate an Internal Control Liaison who will coordinate that office's internal control management and reporting with the NARA Internal Control Officer.

d. The Director of the Audits and Compliance Staff (NSA). NSA is responsible for reviewing the internal control documentation and systems and reporting the results to the Archivist. In addition, the director will provide technical assistance to NARA components in matters concerning the implementation of the internal control program and will conduct a limited compliance review each year to determine whether the internal control evaluation processes have been conducted according to OMB guidelines, GAO standards, and NARA directives.

e. Program managers. Accountability for the success or failure of internal control practices will be reflected in the performance evaluations of managers having significant internal control responsibilities.

5. Program.

a. General. The basic requirements for an internal control program are segmentation of the agency into assessable units, biennial vulnerability assessments of all assessable units, systematic internal control reviews of assessable units, and annual assurance statements to Congress and the President.

b. Assessable units (AU's). The first step in evaluating and improving internal controls is to segment the agency into organizational components (NARA offices) and then into programs and administrative functions within each component (NARA division-level activities). These programs and administrative functions become the AU's and all agency programs and administrative functions should be part of one AU. The NARA Internal Control Officer, with the assistance of the designated office liaisons, will develop an inventory of NARA AU's for office head approval.

c. Biennial vulnerability assessments. The NARA Internal Control Officer, with the assistance of designated office liaisons, will develop instructions and necessary forms for conducting vulnerability assessments. These instructions will contain realistic examples and samples of completed assessments. Offices will conduct vulnerability assessments on each of their AU's by the end of FY85 and biennially thereafter.

d. Internal control review (ICR) scheduling. Based upon the NARA vulnerability assessments for FY85, management priorities, resource constraints, and other relevant considerations, the NARA Internal Control Officer in coordination with the designated office liaisons will determine which assessable units could most benefit from ICR's. ICR scheduling will be done at least biennially.

e. Conducting ICR's. The NARA Internal Control Officer, with the assistance of designated office liaisons, will develop instructions and necessary forms for conducting ICR's. ICR's are detailed examinations of an internal control system to determine whether adequate control measures exist and are implemented to prevent or detect the occurrence of potential risks in a cost effective manner. Recommended steps include identification of event cycles, analysis of the control environment, documentation of the event cycle, testing internal controls, and reporting the results. ICR's will normally be conducted by teams consisting of staff members from NAA, the office under review, and subject matter or technical experts as necessary.

f. Corrective action. Necessary corrective actions should be determined, scheduled, and taken on a timely basis. Weaknesses discovered or documented in the ICR become the basis for determining corrective actions. If the AU manager or designee have not been involved in the ICR, they should review or negotiate any and all suggested corrective actions.

g. Appeals process. If the AU manager does not concur with the recommendations of the ICR, or the proposed corrective actions, the manager's concerns will be forwarded to the appropriate Office Head or Staff Director. If these concerns are not resolved at this level, a written report describing the different points of view will be forwarded to N for determination. In those cases where the AU manager is supervised by N, the concerns will be directly referred to the latter for resolution.

h. Tracking system. The NARA Internal Control Officer will establish a tracking system to record and control information on assessable units, vulnerability assessments, scheduled internal control reviews, any material weaknesses, and any necessary corrective actions. NARS material weaknesses identified under the General Services Administration (GSA) program will be corrected and tracked by the NARA system.

i. Quality control system. The NARA Internal Control Officer and the Internal Control Liaison Officers will serve as a quality control council to conduct inspections of vulnerability assessments and internal control reviews, to determine whether the results are reasonable, accurate, and

properly supported. The council will ensure that adequate documentation and follow-up actions occur, and will submit a yearly quality control evaluation to the Assistant Archivist for Management and Administration and the Archivist.

6 thru 10. Reserved.

PART 2. FINANCIAL CONTROL PROGRAM

11. Purpose. This part establishes policies and procedures and assigns responsibilities in the NARA for developing, operating, evaluating, and reporting on financial management systems.

12. Background.

a. The Budget and Accounting Act of 1950, the Federal Managers Financial Integrity Act of 1982 (FMFIA), and related legislation provide that establishing and maintaining systems of accounting and reporting is the responsibility of the Executive Branch. Agency systems must provide for complete disclosure of financial activities, adequate financial information for agency management and budget formulation and execution, and effective control over revenue, expenditure, funds, property and other assets. In addition, each agency head must report annually to the President and Congress on whether the agency's accounting system complies with the principles and standards developed by the Comptroller General and implemented through OMB guidelines.

b. OMB Circular A-127 (See Appendix 4B) requires that an implementing directive be issued by March 19, 1985. On that date the National Archives and Records Service was a component of GSA. Effective April 1, NARA became an independent agency; therefore, this is the implementing directive for NARA.

13. Authority.

a. This part is issued pursuant to the Budget and Accounting Act, the FMFIA and related legislation, as implemented by OMB Circulars A-127 on Financial Management Systems, and A-123 (revised) on Internal Controls.

b. Other applicable OMB directives are: OMB Memo M-85-9 of February 14, 1985 on Financial Management Systems; OMB Memo 85-10 of March 15, 1985 on Financial Management and Accounting Objectives; OMB Memo M-85-15 of April 29, 1985 on Financial Management Systems; and OMB Memo M-85-16 of May 20, 1985 on Guidelines for Evaluating Financial Management/Accounting Systems.

c. Principles and standards for accounting systems are set by the General Accounting Office (GAO) in Title 2 - Accounting, of the Policy and Procedures Manual for Guidelines of Federal Agencies.

14. Definitions.

a. "Accounting system" means the system for recording, classifying, and summarizing information on financial position and operations within NARA. NARA uses the GSA's National Electronic Accounting and Reporting (NEAR) System.

b. "Financial management information" means all information on spending, collections, assets, liabilities, equity, and related budgetary transactions and balances. This term also includes data used to develop information for decision making regarding unit costs, average pay rates, user charges, etc.

c. "Financial management system" means the total of NARA financial systems both manual and automated, for planning, budget formulation and execution, program and administrative accounting, and auditing; as well as all other systems for recording and classifying financial data and reporting financial management information, including purchasing, property, inventory, etc. The NARA financial management system includes major feeder or subsidiary components that report to the GSA NEAR accounting system either directly or indirectly via the Budget and Finance Division (NAB), the Personnel Services Division (NAP), the Secretary, National Archives Trust Fund (NAJ) or the National Audiovisual Center (NEA).

d. "Subsidiary financial system (or subsystem)" means automated or manual systems that, either in whole or in part, serve to collect, classify, analyze and report financial data; process, control and account for financial transactions and resources; and generate financial information. Subsidiary systems include those systems that maintain reporting or financial information linkages to or from the GSA NEAR Accounting System through either manual or automated procedures.

e. The "inventory of financial management subsystems" means the list of subsidiary financial systems, Appendix 4C. The list will be updated annually.

f. A "system manager" means the person responsible for ensuring that a subsidiary financial system, as designated in App. 4C, or as designated for any subsidiary systems established in the future and added to the inventory, is established, maintained, reviewed, improved and reported upon in accordance with the requirements of this part.

15. Policy.

a. NARA shall maintain its financial management system so that it meets OMB and GAO requirements. The financial management system shall be maintained and updated in the most cost-effective manner possible to eliminate redundant, over-lapping subsidiary systems and data entry operations. New subsidiary systems shall be developed as integral parts of the financial management system only after comparing the costs of adapting similar NARA subsidiary systems or other Federal agencies' systems and determining that the benefits of developing a system internally fully outweigh any added costs.

b. NARA will develop a five-year financial management system plan which will be submitted to OMB with the FY87 budget. The financial management system plan shall feature specific milestones, and obligation and outlay estimates to upgrade and operate all subsidiary systems. It will include a review and change approval process and be coordinated with planning requirements outlined in OMB Memo M-85-16, and a related five-year plan for ADP and telecommunications as required in OMB Circular No. A-11 (Exhibits 43A and B).

16. Financial management objectives.

a. Financial data should be entered only once in the financial management system and transferred automatically to appropriation accounts or other parts of the system.

b. The financial management system shall be the source of financial information used in the budget process, Department of the Treasury financial statements, financial reports to the Congress, and internal financial reporting. New external reporting requirements placed upon the financial management system shall be reviewed for consistency with OMB financial management and accounting objectives guidelines prior to system modification.

c. NARA will utilize other agencies' financial systems to the extent possible in "cross-sharing" arrangements.

d. Funds shall be expended only for systems that meet the requirements of this part.

e. Financial management systems shall meet the following OMB Circular A-127 financial management system objectives:

(1) Systems operations shall use the best of acceptably priced, contemporary technology, to achieve usefulness, timeliness, reliability and completeness, comparability and consistency and efficiency and economy.

(2) Systems integrity shall be maintained through reasonable controls.

(3) Support for budgets and decision making shall be provided through the financial management system.

(4) Support for management shall be provided by the financial management system to facilitate carrying out the responsibilities of both program and administrative managers.

(5) The financial management system shall provide full financial disclosure.

f. NARA will conduct annual review of all subsidiary systems. A detailed evaluation will be conducted every three years.

17. Responsibilities.

a. The Archivist of the United States has the following responsibilities:

(1) Establishing and maintaining financial management systems, ensuring system is operating, reviews are conducted, plans developed and reports are issued as required by OMB Circular A-127.

(2) Reporting to the President and the Congress by December 31 of each year on whether NARA's financial systems conform with GAO's Title 2 and OMB Circular A-127.

b. The Assistant Archivist for Management and Administration (NA) is designated as the senior financial management official and as such is responsible for advocating, promoting and instituting a financial management system consistent with the policies and procedures contained in this part, including but not limited to:

(1) Implementing OMB and GAO directives.

(2) Establishing and properly maintaining the financial management system.

(3) Issuing procedures and assigning responsibilities for financial management systems annual reviews, and financial management systems three year cyclical detailed conformance reviews.

(4) Developing a financial management system plan for submission to OMB with the FY 1987 budget.

(5) Insuring the compatibility of NARA's actions under this part, under OMB Circular A-123, and under OMB Circular A-11 for ADP/telecommunications plans.

(6) Monitoring NARA's adherence to the financial management system plan.

(7) Maintaining a current inventory of major subsidiary financial management systems (including the name and title of the system managers) and updating that inventory annually.

b. NARA Office Heads are responsible for:

(1) Ensuring that office subsidiary financial systems are brought into conformance with the financial management policy and procedures contained in this part.

(2) Designating officials to serve as system managers for any new subsidiary system established in accordance with this part and ensuring that system managers conduct an annual review of their subsidiary system in accordance with OMB evaluation guidelines and NARA instructions.

(3) Ensuring that funds for subsidiary financial systems are expended only if in accordance with the approved NARA financial management system plan.

(4) Ensuring that performance in carrying out the respective responsibilities under this part is taken into consideration when preparing individual performance appraisals.

c. System managers are responsible for conducting annual evaluations and detailed evaluations in accordance with this part.

d. The Director of the Audits and Compliance Staff (NSA) is responsible for:

(1) Advising the Archivist whether NARA's financial managment system reviews have been conducted in accordance with OMB guidelines.

(2) Providing technical assistance and advice to NARA Offices in the review and improvement of their financial management systems and in meeting the requirements of the FMFIA.

18. The financial management system review process.

a. NARA buys accounting and payroll services from GSA. GSA is responsible for evaluating the NEAR accounting system as manager of the system. NARA evaluates the NEAR accounting system from the user's perspective. NARA will evaluate its financial management subsystems and will follow the evaluation procedures suggested in OMB Memo M-85-16.

b. Annual assessments will be conducted by each system manager. The assessments will consider all available knowledge of the system, the results of prior evaluations, and any recent reports of NSA, GAO and others.

c. Each system manager will provide NA with a written report of the evaluation in the format shown in Appendix 4D by November 10 of each year.

d. A detailed review will be conducted of each system every three years. The cycle for detailed reviews will be issued periodically by NAB. System managers will conduct these evaluations in accordance with OMB Memo M-85-16. Appendix 4D can also be used for the detailed reviews. The detailed reviews will be submitted to NA by November 10 of the year in which the review is conducted.

e. NA will summarize the reports of the evaluations and prepare an overall system review, with recommendations for taking action and priorities.

19. Actions required. The principal actions to be taken are as follows:

a. On September 1, 1985, NA shall submit the five year financial management system plan to OMB along with the FY 1987 budget.

b. By November 10 of each year, system managers shall report in a letter to NA the results of their annual review of the Office's subsidiary systems concerning conformance with the GAO's Title 2 and implementation through OMB guidelines.

c. Offices shall submit plans for changes to existing subsidiary financial systems and plans for proposed new subsidiary financial systems to NA as soon as plans are developed. These shall include a systems manager, the cost, and an assessment of benefits to be derived.

d. By December 31 of each year, the Archivist shall transmit an annual report as required by Section 4 of the FMFIA to the President, President of the Senate, and the Speaker of the House.

20 thru 24. Reserved.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

AUG 16 1983 CIRCULAR No. A-123
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Internal Control Systems

1. Purpose. This Circular prescribes policies and standards to be followed by executive departments and agencies in establishing, maintaining, evaluating, improving, and reporting on internal controls in their program and administrative activities.

2. Rescission. This revision replaces Circular No. A-123, "Internal Control Systems," dated October 28, 1981.

3. Background. The Accounting and Auditing Act of 1950 requires the head of each department and agency to establish and maintain adequate systems of internal control. Office of Management and Budget (OMB) Circular A-123, issued in October 1981, promulgated internal control standards and a system of agency responsibilities and requirements to address the numerous instances of fraud, waste, and abuse of Government resources and mismanagement of Government programs resulting from weaknesses in internal controls or breakdowns in compliance with internal controls.

The Federal Managers' Financial Integrity Act, P.L. 97-255, (hereafter referred to as the Act), amended the Accounting and Auditing Act of 1950. The Act's requirements and objectives are basically the same as the original Circular's, except that the internal accounting and administrative control standards are to be prescribed by the Comptroller General; annual evaluations are to be conducted by each executive agency of its system of internal accounting and administrative control, in accordance with guidelines established for such evaluations by the Director of the Office of Management and Budget; and an annual statement is to be submitted by the head of each executive agency to the President and the Congress on the status of the agency's system of internal control. The guidelines, entitled "Guidelines for the Evaluation and Improvement of and Reporting on Internal Control Systems in the Federal Government" were issued in December 1982.

In addition to the requirements of the Act, 31 U.S.C. 1514 requires that agency systems for the control of funds be approved by the Director of OMB. These requirements are prescribed by Circular A-34, "Budget Execution."

4. Policy. Agencies shall maintain effective systems of accounting and administrative control. All levels of management shall involve themselves in assuring the adequacy of controls. New programs shall incorporate effective systems of internal control. All systems shall be evaluated on an ongoing basis, and weaknesses, when detected, shall be promptly corrected. Reports shall be issued, as required, on internal control activities and the results of evaluations.

5. Definitions. For the purpose of this Circular, the following terms are defined:

a. Agency -- any department or independent establishment in the executive branch.

b. Agency Component -- a major organization, program or functional subdivision of an agency having one or more separate systems of internal control.

c. Control Objective -- a desired goal or condition for a specific event cycle that reflects the application of the overall objectives of internal control to that specific cycle. /1

d. Internal Control -- the plan of organization and methods and procedures adopted by management to provide reasonable assurance that obligations and costs are in compliance with applicable law; funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

/1 Control objectives are not absolutes. Since the achievement of control objectives can be and is affected by such factors as budget constraints, statutory and regulatory restrictions, staff limitations, and cost-benefit considerations, the lack of achievement of control objectives does not necessarily represent a defect or deficiency in internal control requiring correction. Such limiting factors need to be considered in determining whether there is reasonable assurance the control objectives are being achieved.

e. Internal Control Documentation -- written policies, organization charts, procedural write-ups, manuals, memoranda, flow charts, decision tables, completed questionnaires, software, and related written materials used to describe the internal control methods and measures, to communicate responsibilities and authorities for operating such methods and measures, and to serve as a reference for persons reviewing the internal controls and their functioning.

f. Internal Control Guidelines -- the guidelines issued by OMB in December 1982, entitled "Guidelines for the Evaluation and Improvement of and Reporting on Internal Control Systems in the Federal Government".

g. Internal Control Review -- a detailed examination of a system of internal control to determine whether adequate control measures exist and are implemented to prevent or detect the occurrence of potential risks in a cost effective manner.

h. Internal Control Standards -- the standards issued by the Comptroller General on June 1, 1983, for use in establishing and maintaining systems of internal control. These are applicable to all operations and administrative functions but are not intended to limit or interfere with duly granted authority related to development of legislation, rulemaking, or other discretionary policymaking in an agency.

i. Internal Control System -- the sum of the organization's methods and measures used to achieve the objectives of internal control.

j. Internal Control Technique -- processes and documents that are being relied on to efficiently and effectively accomplish an internal control objective and thus help safeguard an activity from waste, loss, unauthorized use, or misappropriation.

k. Material Weakness -- a situation in which the designed procedures or degree of operational compliance therewith does not provide reasonable assurance that the objectives of internal control specified in the Act are being accomplished.

l. Vulnerability Assessment -- a review of the susceptibility of a program or function to waste, loss, unauthorized use, or misappropriation.

6. Responsibility. The head of each agency is responsible for ensuring that the design, installation, evaluation, and improvement of internal controls, and issuance of reports on the agency's internal control systems are in accordance with the requirements of the Act and the guidance contained in the Internal Control Guidelines. Designated internal control officials and heads of organizational units within agencies have responsibilities for ensuring the performance of necessary internal control evaluations and providing assurances to the agency head. These responsibilities are described in paragraphs 6b and c. The Inspector General, or equivalent in agencies without an Inspector General, has a limited responsibility in regard to internal controls, as explained in paragraph 6d.

a. Agency heads are responsible for establishing and maintaining the system of internal control within their agencies. This includes determining that the system is established in accordance with the standards prescribed by the Comptroller General and that it provides reasonable assurance that the objectives of internal control, as described in paragraph 7, are met. It also includes determining that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions.

b. A designated senior official shall be responsible for coordinating the overall agency-wide effort of evaluating, improving and reporting on internal control systems in accordance with the Internal Control Guidelines. This responsibility includes providing assurance to the agency head that those processes were conducted in a thorough and conscientious manner.

c. Heads of organizational units are responsible for the system of internal control in their units. This responsibility includes providing to the agency head assurance that he or she is cognizant of the importance of internal controls; has performed the evaluation process in accordance with the Internal Control Guidelines and in a conscientious manner; and believes the objectives of internal control are being complied with in his or her area of responsibility within prescribed limits.

d. The Inspector General (IG), or the senior audit official where there is no Inspector General, is encouraged to provide technical assistance in the agency effort to evaluate and improve internal controls. This would be in addition to the reviews of internal control documentation and systems, undertaken at the IG's initiative or at the request of the agency head, and the reports issued as a result of these reviews.

e. In addition, the IG may advise the agency head whether the agency's internal control evaluation process has been conducted in accordance with the Internal Control Guidelines. Performing the limited review required to provide such advice should not be interpreted to preclude the IG from providing technical assistance in the agency effort to evaluate and improve internal controls, or otherwise limit the authority of the IG. The extent of IG involvement in the agency's internal control evaluation, improvement and reporting process should be coordinated among the agency head, IG, and the designated internal control official.

7. Objectives of Internal Control. The objectives of internal control, as specified in the Act, are to provide management with reasonable assurance that:

a. Obligations and costs comply with applicable law.

b. Assets are safeguarded against waste, loss, unauthorized use, and misappropriation.

c. Revenues and expenditures applicable to agency operations are recorded and accounted for properly so that accounts and reliable financial and statistical reports may be prepared and accountability of the assets may be maintained.

The objectives of internal control apply to all program and administrative activities.

8. Internal Control Standards. An agency's or agency component's system of internal control shall be established and maintained in accordance with the standards prescribed by the Comptroller General as presented below. OMB commentary on selected standards is contained in the bracketed paragraphs.

a. General Standards

1. Reasonable Assurance. Internal control systems are to provide reasonable assurance that the objectives of the systems will be accomplished.

[This standard recognizes that the cost of internal control should not exceed the benefits derived therefrom and that the benefits consist of reductions in the risks of failing to achieve the stated control objectives.]

2. Supportive Attitude. Managers and employees are to maintain and demonstrate a positive and supportive attitude toward internal controls at all times.

3. Competent Personnel. Managers and employees are to have personal and professional integrity and are to maintain a level of competence that allows them to accomplish their assigned duties, as well as understand the importance of developing and implementing good internal controls.

4. Control Objectives. Internal control objectives are to be identified or developed for each agency activity and are to be logical, applicable, and reasonably complete.

5. Control Techniques. Internal control techniques are to be effective and efficient in accomplishing their internal control objectives.

[Internal control techniques are to be designed for and operated in all agency programs and administrative activities in order to accomplish the control objectives consistently.]

b. Specific Standards

1. Documentation. Internal control systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for examination.

2. Recording of Transactions and Events. Transactions and other significant events are to be promptly recorded and properly classified.

3. Execution of Transactions and Events. Transactions and other significant events are to be authorized and executed only by persons acting within the scope of their authority.

[Independent evidence is to be maintained that authorizations are issued by persons acting within the scope of their authority and that the transactions conform with the terms of the authorizations.]

4. Separation of Duties. Key duties and responsibilities in authorizing, processing, recording, and reviewing transactions should be separated among individuals.

[Key duties such as authorizing, approving, and recording transactions, issuing or receiving assets, making payments, and reviewing or auditing are to be assigned to separate individuals to minimize the risk of loss to the government. Internal control depends largely on the reduced opportunities to make and conceal errors or to engage in or conceal irregularities. This, in turn depends on the assignment of work so that no one individual controls all phases of an activity or transaction, thereby creating a situation that permits errors or irregularities to go undetected.]

5. Supervision. Qualified and continuous supervision is to be provided to ensure that internal control objectives are achieved.

[Qualified and continuous supervision also is to ensure that approved procedures are followed. Lines of personal responsibility and accountability are to be clearly established.]

6. Access to and Accountability for Resources. Access to resources and records is to be limited to authorized individuals, and accountability for the custody and use of resources is to be assigned and maintained. Periodic comparison shall be made of the resources with the recorded accountability to determine whether the two agree. The frequency of the comparison shall be a function of the vulnerability of the asset.

c. Audit Resolution Standard

1. Prompt Resolution of Audit Findings. Managers are to (1) promptly evaluate findings and recommendations reported by auditors, (2) determine proper actions in response to audit findings and recommendations, and (3) complete, within established time frames, all actions that correct or otherwise resolve the matters brought to management's attention.

9. Requirements for Agency Internal Control Directive. Each agency shall update its internal control directive which will, at a minimum:

a. Establish specific responsibilities for seeing that agency internal control systems are developed (where they do not exist), maintained, evaluated, improved as necessary, and reported upon in accordance with the Internal Control Guidelines.

b. Provide for coordination among the designated internal control official, heads of organizational units, program managers, and technical staffs, including the Office of Inspector General or its equivalent in agencies without an Inspector General, in matters concerning internal control.

c. Assign responsibility for internal control to appropriate levels of management in each agency component and establish administrative procedures to enforce the intended functioning of internal controls. These procedures should require performance agreements for each Senior Executive Service and Merit Pay or equivalent employee with significant management responsibility to include fulfillment of assigned internal (i.e., management) control responsibilities; notations in performance appraisals for positive accomplishments related to internal controls; appropriate disciplinary action for violations of internal controls; and timely correction of internal control weaknesses, however identified.

d. Require each internal control system to meet the standards of internal control described in paragraph 8.

e. Provide for an ongoing program of vulnerability assessments covering all agency components and assessable units. Assessments shall be accomplished as frequently as circumstances warrant. Agencies shall assure the evaluation of each assessable unit at least once every two years.

f. Provide for internal control reviews, audits, increased or improved monitoring procedures or other processes on an ongoing basis to determine whether the controls are operating as intended and are effective. These reviews or other actions should identify internal controls that need to be strengthened or streamlined. The timing of the reviews or other actions shall be determined based upon the results of the vulnerability assessments, management priorities, resource availability, and other management initiatives planned or underway.

10. Follow-up Actions. The recommendations resulting from vulnerability assessments and internal control reviews should be considered by management on a timely basis and appropriate corrective actions should be taken as promptly as possible. A formal follow-up system should be established that records and tracks recommendations and projected action dates, and monitors whether the changes are made as scheduled. The existing audit follow-up system maintained by the designated agency follow-up official could be used for this purpose.

11. Specific Internal Control Guides. Models and other guidelines for internal controls for specialized aspects of agency operations will be developed from time to time and issued separately to aid agencies in designing specific internal control systems.

12. Reporting. By December 31, 1983, and by each succeeding December 31, the head of each executive agency subject to P.L. 97-255 (31 U.S.C. 3512) shall submit a statement to the President and to the Congress stating whether the evaluation of internal controls was conducted in accordance with the Internal Control Guidelines, stating whether the agency's system of internal accounting and administrative control complies with the Comptroller General's standards and provides reasonable assurance

that obligations and costs are in accordance with applicable law; funds, property, and other assets are safeguarded; and revenues and expenditures are properly recorded and permit the preparation of reliable financial and statistical reports; reporting the material weaknesses, if any, in the agency's system of internal control, however identified; and containing a plan for correcting any weaknesses. Procedures to be followed in preparing this report are contained in the Internal Control Guidelines.

Agencies are also required to submit information to OMB on the progress made in evaluating and improving internal controls as part of the Reform '88 Tracking System.

13. Effective Date. This Circular is effective on publication.

14. Inquiries. All questions or inquiries should be addressed to the Finance and Accounting Division, Office of Management and Budget, telephone number 202/395-3122.

15. Sunset Review Date. This Circular shall have an independent policy review to ascertain its effectiveness three years from the date of issuance.

David A. Stockman
Director

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

December 19, 1984 CIRCULAR No. A-127

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Financial Management Systems

1. Purpose. This Circular prescribes policies and procedures to be followed by executive departments and agencies in developing, operating, evaluating, and reporting on financial management systems.

2. Background. The Budget and Accounting Procedures Act of 1950, the Federal Managers Financial Integrity Act, and related legislation (See Attachment) provide that:

   -- Establishing and maintaining systems of accounting and reporting is the responsibility of the executive branch.

   -- Agency systems shall provide for:

      * complete disclosure of the financial results of the activities of the agency,

      * adequate financial information for agency management and for formulation and execution of the budget,

      * effective control over revenue, expenditure, funds, property, and other assets.

   -- Full consideration shall be given to the needs and responsibilities of the Congress and the executive branch in systems design and reporting.

   -- In consultation with the Secretary of the Treasury and the Director of the OMB and considering the needs of other executive agencies, the Comptroller General shall prescribe accounting principles and standards.

   -- Each agency head shall report to the President and Congress annually on whether the agency's accounting system complies with principles and standards developed by the Comptroller General and implemented through OMB guidelines.

This Circular provides guidance to agencies on meeting those requirements and on reviewing systems, correcting weaknesses, and reporting under Section 4 of the Federal Managers Financial Integrity Act.

3. Policy. The financial management system of each agency shall meet the objectives set forth in Section 6 of this Circular. These objectives are intended to establish a framework for complying with applicable law, appropriate budget and accounting principles and standards, Treasury reporting requirements, and the best contemporary financial practice. Systems developed and operated under this Circular shall be the source for financial information used in the budget, Treasury financial statements, financial reports to the Congress, and other financial reports.

Agencies shall establish and maintain a single, integrated financial management system, which may be supplemented by subsidiary systems. Data needed in this system and other agency systems shall be entered only once and transferred automatically to appropriate accounts or other parts of the system or systems. New or substantially revised systems shall be developed on an interagency basis and designed to meet the needs of all participating agencies. Funds shall be expended only for systems that meet the requirements of this Circular.

4. Definitions. For the purposes of this Circular, the following definitions apply:

a. Agency--any department or independent establishment in the executive branch including Government corporations.

b. Financial management information--all information on Federal spending, collections, assets, liabilities, equity, and related budgetary transactions and balances. This also includes data used to develop information for decisionmaking regarding unit costs, average pay rates, user charges, etc.

c. Accounting system--the system for recording, classifying, and summarizing information on financial position and operations.

d. Agency financial management system--the total of agency financial systems, both manual and automated, for planning, budget formulation and execution, program and administrative accounting, and audit; as well as all other systems for recording and classifying financial data and reporting financial management information, including purchasing, property, inventory, etc.

5. Responsibility. The head of each agency is responsible for ensuring that the planning, development, operation, review and reporting on the agency's financial management system are in accordance with this Circular. The manager of each financial system has responsibilities for performance of necessary system reviews and for issuance of reports thereon. These responsibilities are described in Sections 5b and c. The Inspector General (IG), or equivalent in agencies without an IG, has limited responsibility in regard to financial systems, as explained in Section 5d. Top agency management, as well as program and functional managers, shall participate in systems planning and evaluation to ensure that their needs are met.

a. Agency heads are responsible for establishing and properly maintaining the financial management system within their agencies. This includes ensuring that the system is operating as required by this Circular.

b. A designated senior official shall be responsible for coordinating the overall agency-wide effort of reviewing, improving, and reporting on the financial systems in accordance with this Circular.

c. A manager shall be named as the responsible individual for each system in the agency's inventory of financial systems. This responsibility includes ensuring that the system is established, maintained, reviewed, improved and reported upon in accordance with the requirements of this Circular.

d. The IG, or the senior audit official where there is no IG, should provide technical assistance and advice in the agency effort to review and improve the agency's financial management system. This would be in addition to the reviews of financial systems undertaken at the IG's initiative or at the request of the agency head, and the reports issued as a result of these reviews.

e. In addition, the IG should advise the agency head whether the agency's financial management system review has been conducted in accordance with the OMB guidelines. Performing the limited review required to include such advice should not be interpreted as precluding the IG from providing technical assistance in the agency effort to evaluate and improve the financial management system, or otherwise limit the authority of the IG. The extent of IG involvement should be coordinated among the agency head, the IG and the designated financial management system manager.

6. Financial Management System Objectives. The following objectives shall be met by the agency financial management system in complying with applicable law and appropriate guidance of GAO, Treasury, and OMB. Additional details regarding these objectives are contained in an OMB document to be issued separately, "Financial Management and Accounting Objectives." Where objectives appear to conflict with other guidance, agencies shall communicate the particulars of the issue to OMB for resolution.

a. Systems operations--the agency financial management system shall use the best of acceptably priced, contemporary technology--including automated data entry and edit, data management, data base dictionaries, electronic communications between systems, flexible report formats, and controlled access to data bases by personal computers and other means--to achieve the following objectives.

-- Usefulness--financial management data shall be gathered and processed only where necessary to meet specific internal management needs or external requirements. Reports shall be tailored to specific user needs and if report usage does not justify cost, reports shall be terminated. Usefulness shall be determined in part through consultation with users as part of the reviews required by Section 7b of this Circular.

-- Timeliness--financial management data shall be recorded as soon as practicable after the occurrence of the event, and relevant preliminary data shall be made available to managers by the fifth working day following the end of the reporting period. Other standards of timeliness may be established where the agency has inventoried reports and set specific standards, with user participation. Final, corrected data shall be available in time to meet external reporting requirements.

-- Reliability and completeness--financial management information shall be reasonably complete and accurate, shall be verifiable and ordinarily be drawn from the official records and systems, and shall be no more detailed than necessary to meet the needs of management and external requirements.

-- Comparability and consistency--financial management data shall be recorded and reported in the same manner throughout the agency, using uniform definitions. Accounting shall be synchronized with budgeting. Consistency over time shall be maintained. New and revised systems shall adopt common, existing definitions and classifications.

-- Efficiency and economy--the agency financial management system shall be designed and operated with reasonable total costs and transaction costs, in accordance with OMB guidelines. Financial systems which are excessively costly shall be identified and phased out. This shall be accomplished through installation of effective systems of planning and evaluation, sharing of data, elimination of overlap and duplication, and use of the best contemporary technology, including commercially available packages with proven success in other agencies or the private sector.

b. Systems integrity--the agency financial management system shall feature reasonable controls designed, operated, and evaluated in accordance with OMB Circular A-123, "Internal Control Systems," and A-71, "Responsibilities for the Administration and Management of Automatic Data Processing Facilities."

c. Support for budgets--financial management data shall be recorded, stored, and reported to facilitate budget preparation, analysis, and execution. Data shall be classified uniformly and that classification, at a minimum, shall be at a level of detail that directly supports execution of enacted budgets and formulation of proposed budgets, without excessive aggregation or disaggregation.

Presidential and Congressional decisions shall be recorded precisely and financial management data on results shall be classified to track such decisions. This includes detailed support for reports to OMB under Circular A-34, "Budget Execution," as required by OMB, and for routine budget submission materials under Circular A-11, "Preparation and Submission of Budget Estimates." Data required for budget and management decisionmaking on unit costs and performance shall be included in the system.

d. Support for management--Data shall be recorded and reported in a manner to facilitate carrying out the responsibilities of both program and administrative managers. The agency financial management system shall provide for a coherent, timely, and accurate financial management data base. It should be supplemented as necessary to meet agency management and Executive Office requirements for administrative data, such as the Financial and Administrative Management Information System. Accrual accounting information shall be developed only as needed for pricing purposes, comparative cost analyses, and to meet the needs of management or the Congress.

e. Full financial disclosure--financial management data shall be recorded, and reported as specifically required by OMB or Treasury, to provide for full financial disclosure and accountability in accordance with appropriate budget and accounting principles and standards. Financial disclosure requirements are met through the Budget, the Treasury Combined Statement, and related documents. Agencies contribute to this disclosure through required reports to OMB, Treasury, and the Congress and through proper recording and classifying of financial data. Any other financial statements intended for use by the public shall be submitted to OMB for review and approval, and shall be evaluated on the basis of costs and benefits and for consistency with the Budget.

7. Required Actions. Each agency shall take the following actions:

a. Issue a financial management system directive and establish a financial systems inventory.

-- Within 90 days of the publication of this Circular, each agency head shall issue a directive providing policy guidance and assigning responsibilities. The directive shall require establishment of a single integrated financial management system and include a list of existing and proposed financial systems making up that system. A copy of the directive, annual updates to the systems listing, and revisions to the directive shall be sent to OMB.

-- The directive shall assign overall responsibility, as well as responsibility for each system making up the agency system, make specific assignments, specify actions to be taken, and provide for management followup to insure full implementation of the policies contained in this Circular.

-- The directive shall insure that managers using financial information for decisionmaking are involved in systems planning and evaluation, and that funds are not expended for financial systems, except as provided in the agency plan required under Section 7c of this Circular. The directive will assure that all systems using financial management data shall acquire such data from financial systems contained in the inventory.

b. Annual review of agency financial systems.

-- A review shall be conducted annually by system managers and users in accordance with an OMB review guide to be issued separately, "Guidelines for Evaluating, Improving, and Reporting upon Financial Management/Accounting Systems." The review will build upon reviews required by OMB Circular A-123, "Internal Control Systems," and result in a documented management assessment of how well the agency's financial management system and component systems conform to Section 6 objectives. More detailed evaluations of agency financial systems shall be conducted on a cyclical basis.

-- Review results shall be used as a basis for the financial management system plan required under Section 7c of this Circular to ensure that all deficiencies are addressed.

-- As part of this review, failures to conform to objectives implementing appropriate accounting principles and standards shall be noted and included in reports on accounting systems under Section 8 of this Circular.

c. Develop and maintain an agency financial management system plan.

-- Develop a five-year plan for a single integrated, efficient agency financial management system. The plan shall be approved by the agency head and accompany each year's budget and management submission to OMB, beginning with the FY 1987 budget. Materials submitted shall be adequate to support the development of an overall executive branch management report to Congress.

-- The plan shall feature specific milestones and obligation and outlay estimates for each financial system making up the agency's financial management system. It shall feature a review and change approval process and be coordinated with the information technology five-year plan.

8. Reporting. As required by Section 4 of the Federal Managers Financial Integrity Act, the head of each executive agency subject to the act shall report to the President and the Congress on whether the agency's accounting system conforms to appropriate accounting principles and standards. Systems that conform to the provisions of this Circular shall be considered as meeting the requirements of the Act. This report shall be made by December 31 of each year for the year ending September 30.

This report may be made part of the internal control reports required by Section 2 of the Act and OMB Circular A-123. It is to be based on the agency accounting system as defined in paragraph 4c. It should reflect the agency head's judgment of conformance, based on the review performed under Section 7b of this Circular.

9. Effective Date. This Circular is effective on publication.

10. Inquiries. All questions or inquiries should be addressed to the Financial Management Division, Office of Management and Budget, telephone number 202/395-3993.

11. Sunset Review Date. This Circular shall have an independent policy review to ascertain its effectiveness three years from the date of issuance.

David A. Stockman
Director

Attachment

SELECTED LEGAL REQUIREMENTS RELATED TO FINANCIAL MANAGEMENT SYSTEMS

31 U.S.C. 1108

(b)(1) The head of each agency shall prepare and submit to the President each appropriation request for the agency. The request shall be prepared and submitted in the form prescribed by the President under this chapter and by the date established by the President. When the head of an agency does not submit a request by that date, the President shall prepare the request for the agency to be included in the budget or changes in the budget or as deficiency and supplemental appropriations. The President may change agency appropriation requests. Agency appropriation requests shall be developed from cost-based budgets in the way and at times prescribed by the President. The head of the agency shall use the cost-based budget to administer the agency and to divide appropriations or amounts.

(c) The head of an agency shall include with an appropriation request submitted to the President a report that the statement of obligations submitted with the request contains obligations consistent with section 1501 of this title. The head of the agency shall support the report with a certification of the consistency and shall support the certification with records showing that the amounts have been obligated. The head of the agency shall designate officials to make the certifications, and those officials may not delegate the duty to make the certifications. The certifications and records shall be kept in the agency--

(1) in a form that makes audits and reconciliations easy, and

(2) for a period necessary to carry out audits and reconciliations.

31 U.S.C. 3511

Prescribing accounting requirements and developing accounting systems

(a) The Comptroller General shall prescribe the accounting principles, standards, and requirements that the head of each executive agency shall observe. Before prescribing the principles, standards, and requirements, the Comptroller General shall consult with the Secretary of the Treasury and the President on their accounting, financial reporting, and budgetary needs, and shall consider the needs of the heads of the other executive agencies.

(b) Requirements prescribed under subsection (a) of this section shall--

(1) provide for suitable integration between the accounting process of each executive agency and the accounting of the Department of the Treasury;

(2) allow the head of each agency to carry out section 3512 of this title; and

(3) provide a method of--

(A) integrated accounting for the United States Government;

(B) complete disclosure of the results of the financial operations of each agency and the Government; and

(C) financial information and control the President and Congress require to carry out their responsibilities.

(c) Consistent with subsections (a) and (b) of this section--

(1) the authority of the Comptroller General continues under section 205(b) of the Federal Property and Administrative Services Act of 1949(40 U.S.C. 486(b)); and

(2) the Comptroller General may prescribe the forms, systems, and procedures that the judicial branch of the Government (except the Supreme Court) shall observe.

(d) The Comptroller General, the Secretary, and the President shall conduct a continuous program for improving accounting and financial reporting in the Government.

31 U.S.C. 3512

Executive agency accounting systems

(a) The head of each executive agency shall establish and maintain systems of accounting and internal controls that provide--

(1) complete disclosure of the financial results of the activities of the agency;

(2) adequate financial information the agency needs for management purposes;

(3) effective control over, and accountability for, assets for which the agency is responsible, including internal audit;

(4) reliable accounting results that will be the basis for--

(A) preparing and supporting the budget requests of the agency;

(B) controlling the carrying out of the agency budget; and

(C) providing financial information the President requires under section 1104(e) of this title; and

(5) suitable integration of the accounting of the agency with the central accounting and reporting responsibilities of the Secretary of the Treasury under section 3513 of this title.

(b)(1) To ensure compliance with subsection (a)(3) of this section and consistent with standards the Comptroller General prescribes, the head of each executive agency shall establish internal accounting and administrative controls that reasonably ensure that--

(A) obligations and costs comply with applicable law;
(B) all assets are safeguarded against waste, loss, unauthorized use, and misappropriation; and
(C) revenues and expenditures applicable to agency operations are recorded and accounted for properly so that accounts and reliable financial and statistical reports may be prepared and accountability of the assets may be maintained.

(2) Standards the Comptroller General prescribes under this subsection shall include standards to ensure the prompt resolution of all audit findings.

(c)(1) In consultation with the Comptroller General, the Director of the office of Management and Budget--
(A) shall establish by December 31, 1982, guidelines that the head of each executive agency shall follow in evaluating the internal accounting and administrative control systems of the agency to decide whether the systems comply with subsection (b) of this section; and
(B) may change a guidelines when considered necessary.

(2) By December 31 of each year (beginning in 1983), the head of each executive agency, based on an evaluation conducted according to guidelines prescribed under paragraph (1) of this subsection, shall prepare a statement on whether systems of the agency comply with subsection (b) of this section, including--
(A) if the head of an executive agency decides the systems do not comply with subsection (b) of this section, a report identifying any material weakness in the systems and describing the plans and schedule for correcting the weakness; and
(B) a separate report on whether the accounting system of the agency conforms to the principles, standards, and requirements the Comptroller General prescribes under section 3511(a) of this title.

(3) The head of each executive agency shall sign the statement and reports required by this subsection and submit them to the President and Congress. The statement and reports are available to the public, except that information shall be deleted from a statement or report before it is made available if the information specifically is--
(A) prohibited from disclosure by law; or
(B) required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.

No.	Subsystem Name or Subject	Financial Function	System Manager	Fund Codes
1	Budget Preparation System	Budget Formulation	Claudine J. Weiher NA	110 114 355 320
2	Appropriated Funds Financial Review, Analysis and Reporting System	Spending Authorization Recording and Classifying Expenses Financial Reporting Financial Analysis and Review	Claudine J. Weiher NA	110 114
3	Trust and Gift Fund Financial Review, Analysis and Reporting System	Spending Authorization Recording and Classifying Revenues Expenses, Assets, Liabilities & Equities	Claudine J. Weiher NA	355 320
4	Grants Monitoring	Spending Authorization	Richard Jacobs NP	114
5	Service Order Processing System	Recording & Classifying, etc.	Claudine J. Weiher NA	355
6	National Audio-visual Center System	Recording & Classifying, etc.	Linda Brown NE	355

APPENDIX 4C. INVENTORY OF NARA FINANCIAL MANAGEMENT SYSTEM SUBSYSTEMS

AL 6/ch. 1

National Archives

Washington, DC 20408

ADMIN. 201, CHGE 1
January 15, 1986

SUBJECT: NARA Administrative Procedures Manual

1. Purpose. This transmits a revised table of contents for chapter 1, and parts 3, 4, and 5 of the same in the NARA Administrative Procedures Manual.

2. Cancellation. This cancels the following GSA and NARS directives: GSA Administrative Procedures Handbook, OAD P 5410.1, ch. 1, part 2; ch. 3, part 7, sections 1, 3, 4, and 5; and ch. 10; GSA Orders ADM 1035.11A, OOS 1035.1, OOS P 1872.2, ADM 7900.3A, ADM 5000.2, ADM 5000.3; NARS Administrative Procedures Handbook, NAR P 5410.2, ch. 1, pars. 7 and 12; ch. 3, part 7; NA84-142; NA85-48; NA85-102, and NA85-127.

3. Explanation of changes. This directive provides guidance on legal services in NARA, on the NARA reports management program, and NARA Freedom of Information Act procedures.

4. Instructions. In ch. 1, remove page ii, and replace with same and page iii and iv (table of contents), and insert parts 3, 4, and 5.

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Claudine J. Weiher

CLAUDINE J. WEIHER
Assistant Archivist for
Management and Administration

Enclosure

Distribution: Office Heads, Staff Directors, NP Division Directors, Branch Chiefs, and Administrative Officers

AE 1.108:

National Archives

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PART 3. LEGAL SERVICES AND ETHICS

SECTION 1. LEGAL SERVICES

61. Request for legal advice.

a. Written requests to the Director, Legal Services Staff, (NSL) for legal advice will be signed by office heads or staff directors. Such requests will indicate on the request that copies were sent to the Archivist (N) and to the Office of Management and Administration (NA). The written response from NSL will be directed to the requester, with a copy to N, and a duplicate original to NA for the legal precedent file.

b. For oral legal advice, NARA offices should deal directly with NSL. Each NARA office and staff may determine the appropriate level for contacting and requesting verbal advice from NSL. Office heads and staff directors will send N and NA a statement of any significant question referred orally to NSL and a summary of NSL's subsequent oral reply or advice.

c. Requests for written or oral legal advice originating in field units shall be handled as described in subpars. 1a and b. However, under the terms of a reimbursable agreement between NARA and the General Services Administration (GSA), NSL may refer such field requests to GSA regional legal counsel for assistance when this is deemed appropriate.

62. Subpoenas and other legal demands.

a. Basic policy. Subject to applicable regulations, all NARA employees will comply with subpoenas or other legal demands to testify and produce records in relation to their official duties (see fig. 1-1).

b. Acceptance of subpoena and other legal demands for NARA administrative records. The Director of NSL, or designee, is authorized to accept service of a subpoena or other legal process on behalf of NARA.

c. Procedure upon receipt of subpoena and other legal demands for NARA administrative records.

(1) Whenever a NARA employee receives a subpoena or other legal demand, either in person or through the mail, the employee will immediately notify his or her supervisor and NSL. Notification of NSL will either be in person or by telephone. NSL will provide instructions to the employee on forwarding the subpoena or other legal demand.

(2) The employee's supervisor will notify the office head or staff director of the service of the subpoena or other legal demand, and NSL will inform N.

(3) If it is determined that compliance with a subpoena or other legal demand is appropriate, the served NARA employee will comply with the advice of NSL.

(4) If it is determined that compliance with a subpoena is not required, NSL will consult with Department of Justice attorneys to have the demand quashed, if appropriate, or to make other arrangements to relieve NARA from responsibility for complying with the subpoena.

d. Response to subpoenas and other legal demands relating to Presidential materials.

(1) Policy and procedures for the acceptance and response to subpoenas and other legal demands which could require the production of Presidential materials are the same as described in subpars. 2a thru c, except that an initial survey of the records should be conducted, and when the subpoena is forwarded to NSL, it should be annotated to show:

(a) If the subpoena requires the production of White House material.

(b) Which part, if any, of the request requires production of White House material.

(c) Whether requested materials are in open or closed case files, classified files, and files with special access conditions (e.g., deed restrictions).

(2) The annotated subpoena should be sent to NSL via express delivery service.

(3) If security classified or restricted White House materials are involved, NSL will advise the National Security Council (NSC) on the nature and classification of the material. NSL will inform the Office of Presidential Libraries (NL) whether the NSC will coordinate review of the documents and how that review is to be handled.

e. Subpoena requiring production of records transferred to NARA. Where the subpoena or other legal demand requires the production of records, the procedures in 36 CFR 1254.8 are to be followed.

§1254.8 Subpoenas and other legal demands for records transferred to the National Archives and Records Administration.

(a) Access to records transferred to a Federal records center is controlled by the instructions and restrictions imposed on NARA by the Federal agency that transferred the records to the Federal records center. NARA will honor a subpoena duces tecum or other legal demand for the production of these records, to the extent required by law, if the transferring agency has imposed no restrictions. When the transferring agency has imposed restrictions, NARA will notify the authority issuing the subpoena or other legal demand that NARA must abide by the agency-imposed restrictions and will request the authority to pursue the matter directly with the transferring agency.

(b) The Archivist of the United States, the Director of the Legal Services Staff (NSL) or designee, and the Director of the Federal Records Center in which the records are stored are the only NARA officials authorized to accept a subpoena or other legal demand for records transferred to a Federal Records Center.

(c) A subpoena duces tecum or other legal demand for the production of records designated as "archives" or "donated historical materials" administered by NARA may be served only on the Archivist of the United States, the Director of the Legal Services Staff (NSL) or his designee, the appropriate Assistant Archivist, Director of a National Archives Field Archives Branch, or Director of a Presidential Library.

Figure 1-1. Access to records

f. Fees.

(1) If NARA is a party to the subpoena or other legal demand, NARA will provide administrative copies of any required documents. Fees may be charged at the discretion of the NARA office involved, in consultation with NSL.

(2) If NARA is not a party to the subpoena or other legal demand and is required to provide copies of documents in its custody, then NARA will charge its standard reproduction fees (see app. 1D).

63. Garnishment and other legal actions to require NARA to withhold money from an employee's pay.

a. NARA officials should not discuss the merits of garnishment and similar legal actions, except with those having a need to know. Appendix A to the OPM regulations, 5 CFR Part 581, lists agents designated by Federal agencies to accept legal process in garnishment actions for child support and/or alimony. The Director of NSL serves as the only NARA employee authorized to accept legal process in such actions.

b. Other NARA officials should not accept service of legal process in actions involving garnishment for child support and/or alimony, but should direct the process server or mailman to serve the papers on the Director, NSL.

c. If a NARA official is served in his or her official capacity with garnishment papers for child support and/or alimony, notwithstanding the directions in 5 CFR Part 581 (App. A), then the NARA official must immediately forward the papers to NSL together with a memo advising:

(1) The status with NARA of the person whose pay is sought to be garnished;

(2) A statement on when and how the legal process was served;

(3) Any information on whether the employee involved is represented by an attorney, and whether the employee claims any defenses to the debt upon which the garnishment action is based; and

(4) Verification of the employee's income should be provided, if available.

d. Following receipt of garnishment papers, NSL will determine the appropriate legal position for NARA to take in the matter, and will notify the affected NARA employee and the employee's supervisor of its actions. If it is determined that NARA is legally required to comply with a garnishment order, NSL will advise NARA's payroll office (GSA's National Payroll Center in Kansas City) to honor the legal process.

64. Complaints, grievances, and other personnel matters.

a. NARA officials should contact the employee/labor relations staff in Washington Operations Branch, Personnel Services Division/St. Louis Operations Branch, Personnel Services Division (NAPW/NAPS) upon receiving a negotiated agreement or administrative grievance, an appeal to the Merit Systems Protection Board (MSPB) or an unfair labor practice

charge. Requests for representation or advice on adverse or performance based actions should also be directed to the employee/labor relations staff in NAPS/NAPW. As necessary, NAPW/NAPS will contact NAP for advice and assistance. NSL will provide legal advice and assistance on these matters as requested by NAP. This assistance may include representing NARA before the MSPB and other administrative and judicial tribunals.

b. Request for legal or other assistance in handling discrimination complaints shall be directed to the EEO specialist in NAPW/NAPS. Requests for representation or other assistance will be routed to NSL through NAP.

65. Procedures for Tort claims filed against NARA.

a. General. These procedures relate to claims filed by non-Federal employees for property damage, personal injury or wrongful death in NARA facilities.

b. Property under custody or control of NARA. Whenever an accident occurs on property under the custody or control of NARA, the appropriate NARA official (e.g., supervisor on duty, building manager, etc.) must prepare an accident report for submission to NSL. This accident report should include all details surrounding the accident such as when and where the accident took place, how it occurred, and the names of any witnesses. The individual should be advised to submit any claim to NSL on Standard Form 95, Claim for Damage, Injury or Death.

c. Property under the custody or control of GSA. An individual involved in an accident on property under the custody or control of GSA must submit an accident report to the GSA building manager. Any claims shall be submitted to appropriate GSA officials on Standard Form 95, Claim for Damage, Injury or Death.

66 thru 70. Reserved.

SECTION 2. ETHICS AND STANDARDS OF CONDUCT

71. General. N has designated the Director, NSL, to serve as NARA's Designated Agency Ethics Official. NSL is responsible for implementing NARA's ethics program, specifically the requirements contained in the Standards of Conduct and for financial disclosure reporting by designated NARA officials and employees.

72. Standards of conduct.

a. All new NARA employees are to receive a copy of the GSA Standards of Conduct, which are temporarily adopted by NARA (41 CFR Part 105-735). New employees in the Washington, DC area will receive the Standards of Conduct from NAPW. Administrative officers in field activities are to provide copies of the Standards of Conduct to new employees at their facility. Employees are to acknowledge in writing receipt of the Standards of Conduct on GSA Form 2160, Acknowledgement of Receipt of GSA Standards of Conduct. Administrative officers are to send the signed acknowledgments to NAPS for inclusion in the employee's OPF. Administrative officers are to keep a copy of the acknowledgment in the unofficial personnel files which they maintain for each employee.

b. NSL will remind all NARA employees annually of their responsibility for ethical conduct, and inform them of any changes in the Standards of Conduct. Additional copies of the Standards of Conduct may be provided by supervisors upon request.

73. Financial disclosure.

a. NARA employees in the Senior Executive Service (SES) and those whose positions are classified at GS-16 and above, or the equivalent in pay, are required to periodically file SF 278, Financial Disclosure Reports. NSL will ensure that each such employee is given the appropriate report form upon assumption of duties; within 30 days of terminating such duties; and annually no later than 30 days prior to the May 15 filing deadline. The procedures for reporting are:

(1) NSL will send these employees, by name, a memo explaining when and where to file, with a copy to the employee's supervisor. Employees are to submit the report to their supervisors, who have ten days in which to sign and date the "Comments" section and forward the report to NSL.

(2) NSL has 60 days in which to review, sign, and date the report and to notify the supervisor if there is a potential conflict of interest.

(3) If NSL finds an employee is not in compliance, the employee and his/her supervisor will be informed of the appropriate steps to ensure compliance and be given a reasonable time to respond.

b. Certain NARA employees whose positions are classified below GS-16 are required to file a NARA Form 11000, Confidential Statement of Employment and Financial Interests, or NARA Form 11001, Statement of Employment and Financial Interests, (for use by "Special Government Employees"), at the time of entry on duty and annually by July 31 of each year by virtue of the positions they hold. These positions include but are not necessarily limited to those involved in contracting, grants administration or other such activities. After consultation with the appropriate office heads and staff directors, NA, in conjunction with NSL, will compile a list of covered positions. These statements are required by Executive Order 11222 and OPM regulations (5 CFR 735.401 et seq.) to obtain information to determine possible conflicts or apparent conflicts of interest between an employee's NARA position and any private financial interest of the employee, his/her spouse, minor children, or members of his/her immediate household. The procedures for reporting are:

(1) The employee's supervisor is responsible for ensuring that a completed form is obtained from each new employee subject to the filing requirement before or at the time of entrance on duty. The completed forms are to be forwarded through the appropriate office heads or staff directors to NSL.

(2) For the annual statement, NSL will forward to the incumbent of each identified position two copies of the form on or before June 30. The original of the completed form must be routed through the employee's immediate supervisor and office head or staff director to NSL, who is also available to advise and counsel the submitter if requested. The supervisor must promptly review and endorse the form and forward it through management channels to NSL for review and evaluation by July 31.

(3) If a possible conflict of interest exists, the submitter is given the opportunity to provide additional information. If it is determined that a possible conflict still exists, the submitter, supervisor, and NSL will attempt to resolve the conflict in a mutually acceptable manner.

(4) If these efforts to resolve a possible conflict of interest are unsuccessful, NSL may recommend that one of the following remedial actions be taken:

best copy available

(a) Disqualification for a particular assignment;

(b) Change in assigned duties;

(c) Divestiture;

(d) Establishment of a blind trust; or

(e) Disciplinary action, including removal.

74 thru 78. Reserved.

PART 4. REPORTS CONTROL

79. Authority. 44 U.S.C. 3501-3502.

80. Objectives. The objectives of the NARA Reports Control Program are to:

a. Design, establish, and maintain reporting or information systems that will effectively serve the user in achieving functional goals; and

b. Ensure that reports that NARA must submit to other agencies and the Congress are accurate and are prepared in a timely fashion.

81. Responsibilities. Information Management and Directives Branch (NAAD) is the NARA Reports Control Office and in that capacity plans, directs, and coordinates the reports control program of NARA. ADP Management and Technical Assistance Branch (NAAM), in coordination with NAAD, provides advice and assistance on proposed ADP information systems.

82. Definitions.

a. Report. Data or information transmitted for use in making administrative, management and policy decisions or to provide data required to prepare other reports. The data or information may be in narrative, statistical, graphic, or other form and may be displayed on paper, magnetic tape, or other media.

b. Internal reports. Reports prepared and used within NARA.

c. Congressional reports. Reports NARA must submit to Congress on a recurring basis. This category does not include congressional correspondence which is covered in ch. 14.

d. Interagency reports. Reports NARA must submit to other Federal agencies and reports required by NARA from one or more other Federal agency. This category includes reports required by the Executive Office of the President.

e. Public use reports. Reports, recordkeeping requirements, or questionnaires which NARA requires or requests from any State or local government, business, institution, or group of ten or more individuals.

83. Interagency and congressional reports register. Interagency and congressional reports required from NARA on a recurring basis are listed in an annual interagency and congressional reports register prepared and distributed to all NARA offices by NAA. See app. 1A.

84. Preparation of interagency and congressional reports.

a. NARA offices that prepare a report are notified in writing by NAAD 30 days prior to the beginning of the quarter in which the report is due. An information copy of the notification is sent through NA to N for reports required by the Congress or by OMB.

b. All NARA offices send a copy of the report transmittal memo (not the report itself) to NAAD when submitting the final report through NA to N.

c. All congressional reports (with the exception of budget reports) are routed to NA through NSC for advance review. Five working days should be allowed for this review.

85. Internal reports inventory.

a. Internal reports required by NARA offices on a recurring basis are listed in an annual internal reports inventory prepared and distributed to all NARA offices by NAA. See app. 1B.

b. NARA offices notify NAAD of additions, corrections, or deletions for internal reports by August 1 of each year for an annual update of the inventory.

86. Internal reports management. NARA managers should minimize reporting costs when developing internal reporting requirements. NAAD can provide assistance with:

a. Ensuring that reports contain only need-to-know data;

b. Establishing reporting frequencies that are essential to the recipients and that place the least burden on the reporting party;

c. Eliminating unnecessary reports and any duplication or overlap in the content of reports;

d. Ensuring that the reporting instructions and procedures are clear, complete, and specify sources where data can be obtained;

e. Ensuring that the reports are designed to facilitate use by the recipients; and

f. Promoting the use of automated report preparation.

87. Release of reports. When reports about the budget or workload of a NARA office are requested by anyone outside of NARA, the office head clears the response with NAB. For requests from Congress or congressional offices, see ch. 1, part 1. When records or administrative files are requested under the Freedom of Information Act (5 U.S.C. 522), the request is forwarded to NAA for processing under NARA FOIA procedures. (see ch. 1, part 5)

88. Clearance of new reports.

a. Internal reports. Internal reports are exempt from NAAD clearance.

b. Interagency reports. NARA offices are to submit to NAAD an original and four copies of SF 1423, Request for Clearance and Evaluation of an Interagency or Internal Reporting Requirement, at least 45 days prior to the required release date of the report. A longer lead time may be required if a new or revised standard form is involved. NAAD notifies the requesting office when approval is granted by GSA's Office of Information Resources Management.

c. Public use reports.

(1) Request for clearance of a public use report should be initiated only after examination of alternate methods of information gathering and of the public and agency costs associated with the proposed report. Offices should consult informally with NAAD before submitting a formal request.

(2) NARA offices submit to NAAD an original and five copies of SF 83, Request for OMB Review, a copy of the proposed report, and draft reporting instructions at least 120 days in advance of the proposed date for soliciting the information or report. Standard Form 83A, Instructions for Requesting OMB Approval under the Paperwork Reduction Act and Executive Order 12291, is used to prepare the Standard Form 83. Blank copies of SF 83 and SF 83A may be obtained from NAAD.

(3) OMB clearance is required prior to collection of information through public use reports. NAAD notifies the requesting office when a decision is received from OMB.

89 thru 94. Reserved.

PART 5. FREEDOM OF INFORMATION ACT (FOIA)

SECTION 1. GENERAL

95. Reference. FOIA regulations relating to NARA administrative records are found in 36 CFR Part 1250. FOIA regulations relating to accessioned records and FRC holdings are found in 36 CFR Part 1254.

96. Annual report.

a. NAA prepares, with input from NARA offices, the annual FOIA report to Congress, covering requests for all types of records. The report is for the previous calendar year and is due to Congress on March 1. Detailed guidance on report format will be provided with the call each January for input to the report.

b. Offices should maintain the information shown in fig. 1-2 about FOIA requests for accessioned records, FRC records, and donated historical materials. The National Personnel Records Center (NCP) maintains statistics only on the number of requests received, number of requests referred, and total fees collected for their records holdings. This information may be kept in log form or by maintaining a file of the replies to FOIA requests. NAAD will maintain this information for requests for NARA administrative records, the Office of the National Archives (NN) and the Office of Presidential Libraries (NL) for accessioned records in their custody, the Office of Federal Records Centers (NC) for FRC holdings, and the Office of the Federal Register (NF) for Federal Register requests described in par. 100.

97. FOIA index. NAAD maintains the FOIA index which lists NARA orders, written statements of NARA policy not published in the Federal Register, and administrative staff manuals and instructions to the staff affecting a member of the public.

98. Federal records exempt from public disclosure. See App. 1C for the categories of records exempt from mandatory disclosure under the FOIA. Exemptions will not be invoked if the records would be available under the Privacy Act. The Privacy Act is not a legitimate 5 U.S.C. 552b(3) exemption. NARA policy is to provide any reasonably segregable portion of a record to a requester after deletion of the portions that are not disclosable.

99. Requests for accessioned records, FRC holdings, and donated historical materials. Consult the National Archives Procedures Manual, ch. 5, part 3, for procedures for handling FOIA requests for accessioned records; the Records Center Operations Manual, ch. 5, for procedures for handling FOIA

requests for FRC holdings; and NL for procedures for handling FOIA requests for donated historical materials.

100. Requests for published Federal Register documents and related materials. NF controls and responds directly to FOIA requests for published Federal Register documents and requests for unpublished forms and other materials in the possession of the originating agency. All other requests for NF records are handled in accordance with section 2 of this part.

101. Requests for National Archives Trust Fund Board records. Requests for Trust Fund administrative records are handled in accordance with section 2 of this part with the following modifications: appeals are addressed to the Chairman, National Archives Trust Fund Board (N); fees should be paid by check or money order made payable to the National Archives Trust Fund; and copies should be made using the unit's fee copy code.

102 thru 105. Reserved.

Requests:

- Number of initial FOIA requests received

Denials:

- Number of requests fully or partially denied and exemption(s) invoked in making denials. For exemption 3, maintain a listing of the statutes invoked.
- Name and title of denying official and number of instances for each official

Number of other requests not complied with (by category):

- Inadequate identification of records
- Nonpossession of records by NARA (include requests to create a record where none exists)
- Presidential library materials not subject to FOIA
- Request referred to other agency
- Request withdrawn
- Refusal to pay fee
- Other reasons (maintain individually)

Fees:

- Total fees collected
- Total fees waived without request and number of instanc involved
- Number of fee waiver requests granted
- Number of fee waiver requests denied

Figure 1-2. Information to be maintained about FOIA request

SECTION 2. REQUESTS FOR NARA ADMINISTRATIVE RECORDS

106. Registering requests. All FOIA requests for administrative records are registered with NAA.

a. Washington, DC area. NAA handcarries or sends by special messenger registered FOIA requests to the unit which holds the records. If an office receives a request directly, the request should be sent by special messenger or handcarried immediately to NAA to be registered.

b. Field. NAA notifies the field director by phone when a request for field records is received, describing the substance of the request, and sends a copy of the request to the director via express small package delivery service (currently DHL). Field offices that receive FOIA requests directly should immediately send a copy to NAA via express small package delivery service to be registered.

107. Clearance of responses.

a. Washington, DC area. The office whose records are requested prepares the response, consulting the NARA FOIA Officer (NAA) and NSL as necessary. The draft response is cleared through office channels and submitted to NAA for review. NAA consults with NSL, as necessary, when reviewing full or partial denials.

b. Field. The field office prepares the response, consulting the NARA FOIA Officer (NAA) as necessary. The draft response is sent to NAA for review via electronic mail transfer or express small package delivery service, whichever is faster. NAA will provide phone clearance for the draft response.

108. Signatory levels.

a. Full release responses. After NAA review, responses which allow full release of the requested records are signed by the office head or field director. NAA receives a reading file copy of the response.

b. Full or partial denials. NA signs all responses which deny or partially deny access to administrative records. ND, NA, NAA, the originating office head and field director, as applicable, receive reading file copies of the response.

109. Denials. See the sample denial letter in fig. 1-3. Each denial must include the following information:

a. Description of the records requested;

b. Legal basis for the denial;

c. Name and title of the individual responsible for denial of the request; and

d. The requester's appeal rights.

Dear _____(name)_____:

Your request of [date] under the Freedom of Information Act was received in this office on [date].

Access to the records you requested, [description of records], has been denied because [reasons with specific exemption category and, if exemption 3, the statutory basis].

You have the right to file an administrative appeal of this denial. The appeal must be in writing and must be addressed to the Deputy Archivist of the United States, National Archives and Records Administration (ND), Washington, DC 20408. The appeal must be received by the Deputy Archivist no later than 30 calendar days from the day you received this letter.

The appeal should contain a brief statement of the reasons why the records should be released and should enclose a copy of both the initial request and denial. Please mark both the envelope and the face of the appeal letter conspicuously with "Freedom of Information Appeal."

Sincerely,

CLAUDINE J. WEIHER
Assistant Archivist for
Management and Administration

Figure 1-3. Sample FOIA denial letter

110. Appeals.

a. Appeals must be in writing and addressed to ND. If another office receives an appeal letter, deliver the letter immediately to ND in person, by special messenger, or by express small package delivery service. To be timely, the appeal must be postmarked no later than 35 calendar days after the date of the initial denial of access. If the appeal bears a later postmark, the NARA FOIA officer will determine whether circumstances allow the appeal to be considered timely.

b. NAA coordinates review of the appeal and prepares the response to the appeal for ND's signature.

111. Time limits.

a. Initial requests. Initial requests for records must be answered within ten workdays from the time the appropriate unit receives the request unless an extension is approved in accordance with subpar. 111c.

b. Appeals. Appeals must be answered within 20 workdays from the time ND receives the appeal unless an extension is approved in accordance with subpar. 111c.

c. Extensions.

(1) General. FOIA permits a total time extension of ten workdays which may be applied either during the initial request stage or during the appeal stage or divided between the two. However, the total extended time shall not exceed ten workdays for any one request. The unit handling the FOIA request should notify NAA as soon as the need for an extension at either stage is apparent.

(2) Notification. Whenever an extension is approved, the requester must be notified, in writing, of the length of and the reason for the extension. In the Washington, DC area, the unit handling the request prepares the notification letter for NA's signature. In the field, notification letters are signed by the field director after receiving NA approval of the extension. NA and NAA receive reading file copies of the notification letter.

112. Searches.

a. Chargeable time. NARA may charge requesters for the time spent in the following activities after the first half hour spent on the activities. Units should keep track of the time spent on these activities if it is likely that more than one half hour will be required to accomplish them. Chargeable time includes:

(1) Time spent in trying to locate NARA records which come within the scope of the request;

(2) Time spent in either transporting a NARA staff searcher to where the records are stored, or transporting the records to the staff member; and

(3) Direct costs involving the use of computer time to locate and extract requested records.

b. Nonchargeable time. NARA will not charge a search fee for the time spent in the following activities:

(1) Time spent in examining a requested record to determine whether it is exempt from disclosure;

(2) Time spent in deleting exempt material from records partially disclosed;

(3) Time spent monitoring a requester's inspection of records in a NARA location; or

(4) Time spent in copying records.

113. Fees.

a. Reproduction fees. The NARA public fee schedule is used for reproduction of administrative records. The current fee schedule is reprinted in App. 1D. Copies are made using the unit's administrative copy code.

b. Search fees. See par. 112 for conditions under which search fees are charged. Units should consult the NARA FOIA Officer (NAA) before imposing a search fee.

(1) Standard search fee of $8 per hour or fraction of an hour, after the first half hour (first half hour is free), needed to locate the requested records when clerical staff may be used to locate the records;

(2) Search fee of $18 per hour or fraction of an hour, after the first half hour, needed to locate the requested records when professional staff must be used because clerical staff would be unable to locate the records;

(3) Direct cost to NARA when non-personnel expenditures (such as computer time or transportation expenses) are required to locate and extract the requested records.

c. Form of payment. Fees should be paid by check or money order made payable to the National Archives and Records

Administration. Units should forward the checks to NAB; in the Washington, DC area, checks should be hand-carried or delivered by the special messenger. NAB prepares a receipt for the check and forwards the check to the GSA Office of Finance for deposit.

d. Prepayment of fees.

(1) If the anticipated total fee for a request exceeds $25 including search and reproduction fees, the initial response letter must notify the requester to prepay the anticipated fee prior to NARA making the records available. If a very large body of records has been requested, NARA staff may estimate the copying fee and notify the customer that the fee quoted is an estimate and will be adjusted after copying has been completed.

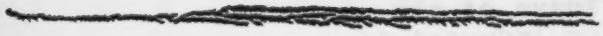
(2) The requester must be informed that if prepayment is not received by NARA within 20 workdays of the date of the letter, additional search costs may be incurred in locating the records an addditional time.

114. Fee waivers.

a. The FOIA allows agencies to grant a waiver or reduction of search and reproduction fees when release of the information requested primarily benefits the general public rather than the individual requesting the information.

b. Requesters who wish a waiver or reduction of a fee should include their request, and the reasons therefor, in the initial letter requesting access to the records. If a waiver request is made, the unit handling the FOIA request should consult with the NARA FOIA Officer (NAA) before acting on the request.

115 thru 130. Reserved.



Appendix 1C. Categories of records exempt from mandatory disclosure under FOIA

5 U.S.C. 552(b) provides that the requirements of the FOIA do not apply to matters that are:

(1) Specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and that are, in fact, properly classified under the Executive order;

(2) Related solely to the internal personnel rules and practices of an agency;

(3) Specifically exempted from disclosure by statute, other than the Privacy Act, provided that the statute:

(A) Requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue, or

(B) Establishes particular criteria for withholding or refers to particular types of matters to be withheld;

(4) Trade secrets and commercial or financial information obtained from a person that are privileged or confidential;

(5) Interagency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;

(6) Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;

(7) Investigatory records compiled for law enforcement purposes, but only to the extent that the production of these records would:

(A) Interfere with enforcement proceedings;

(B) Deprive a person of the right to a fair trial or impartial adjudication;

(C) Constitute an unwarranted invasion of personal privacy;

Appendix 1C. Categories of records exempt from mandatory disclosure under FOIA

(D) Disclose the identity of a confidential source and, in the case of a record compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source;

(E) Disclose investigatory techniques and procedures; or

(F) Endanger the life or physical safety of law enforcement personnel;

(8) Contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; and

(9) Geological and geophysical information and data, including maps, concerning wells.

Appendix 1D. NARA fee schedule

NARA REPRODUCTION FEE SCHEDULE
Fees applicable to public and Federal agency orders
Effective January 2, 1986

PROCESS OR SERVICE			PRICE ($)
ELECTROSTATIC COPYING			
Paper to paper			
Customer tabs items			.30
NARA identifies items			.35
Customer makes copies (self-service)			.20
Copies made in Central Research Rm.			.30
Redline electrostatic copies (NNFD)			1.05
Oversized electrostatic copies, per ft.			1.65
Vellum, add			.20
Microfilm to paper			
From negative (copyflo), per ft. (Vendor supplied; price subject to change)			.55
From positive	(11" x 17")	(18" x 24")	
Work done by customer	.30	.80	
Work done by NARA			
First copy per roll	1.85	2.35	
Next consecutive frame or duplicate	.80	1.30	
Next nonconsecutive frame	.95	1.50	
Microfiche to paper			
Work done by customer			.30
AUTHENTICATION			2.00
MINIMUM MAIL ORDER; ALL REPRODUCTIONS			5.00

Appendix 1D. NARA fee schedule

NARA REPRODUCTION FEE SCHEDULE

Fees applicable to public and Federal agency orders
Effective January 2, 1986

PROCESS OR SERVICE	PRICE ($)	
STILL PHOTOGRAPHY		
Copy Negatives	**(black & white)**	**(color)**
4" x 5"	3.60	9.35
8" x 10"	5.45	18.95
Aerial Prints (black & white)		
10" x 10"		4.75
14" x 14"		8.20
18" x 18"		9.20
20" x 24"		9.50
27" x 28"		14.25
40" x 41"		16.65
Photographic Prints (black & white)		
8" x 10"		4.15
11" x 14"		6.65
16" x 20"		7.65
20" x 24"		9.25
22" x 28"		12.75
24" x 30"		12.75
30" x 40"		15.35
***Color Prints from Color Transparencies:**		
8" x 10"		17.05
11" x 14"		28.40
16" x 20"		49.95
20" x 24"		71.10
24" x 30"		113.95
30" x 40"		166.50
***Color Prints from Color Negatives:**		
5" x 7"		9.20
8" x 10"		11.30
11" x 14"		18.95
16" x 20"		36.30
20" x 24"		53.25
20" x 30"		71.95
30" x 40"		129.70
Slides and Transparencies (from an existing negative)		
2" x 2" (black and white)		1.55
2" x 2" (color)		2.65

*Vendor supplied services; prices subject to change

NARA REPRODUCTION FEE SCHEDULE
Fees applicable to public and Federal agency orders
Effective January 2, 1986

PROCESS OR SERVICE	PRICE ($)
*Color transparencies from color transparencies:	
4" x 5"	15.95
8" x 10"	22.70
Photostat (Consult NNPP for availability)	
Paper	10.10
Film	12.30
Diazo, per foot	1.15

MICROFILM

	16mm Rotary	16mm Planetary	35mm Planetary	35mm Oversize
Negative (per frame)				
Customer tabs items	.15	.25	.25	.50
NARA identifies items	.20	.30	.30	.55
Next generation (per ft.)	-	.16	.20	-
Direct duplicate (per ft.)	-	.22	.25	-

105mm MICROFILM/MICROFICHE

Per frame or fiche	4.50

MICROFICHE DUPLICATION

Diazo, per fiche	.70 (minimum order $5.00)

TECHNICAL SERIVCES (per hour)

	Regular	Overtime
Photographer	11.00	16.50
Microfilm preparation	9.50	14.25
Sound & video recordings	11.50	17.25

*Vendor supplied services; prices subject to change

NARA REPRODUCTION FEE SCHEDULE
Internal NARA Fees
Effective January 2, 1986

PROCESS OR SERVICE	PRICE ($)
ELECTROSTATIC COPYING	
Paper to paper	
Stack and administrative copiers	.06
NNP lab copier	.05
Redline electrostatic copies (NNFD)	.16
Oversized electrostatic copies, per ft.	1.00
Vellum, add	.20
Microfilm to paper	
From negative (copyflo), per ft. (Vendor supplied; price subject to change)	.12
From positive	
11" x 17" (Minolta)	.11
18" x 24" (Oce)	.63
Microfiche to paper	.11
STILL PHOTOGRAPHY	
Slides and Transparencies (from an existing negative)	
2" x 2" (black and white)	.78
2" x 2" (color)	1.90
*Color transparencies from color transparencies:	
4" x 5"	14.54
8" x 10"	20.95

*Vendor supplied service; price subject to change

NARA REPRODUCTION FEE SCHEDULE
Internal NARA Fees
Effective January 2, 1986

PROCESS OR SERVICE	PRICE ($)	
STILL PHOTOGRAPHY		
Copy Negatives	(black & white)	(color)
4" x 5"	1.95	7.70
8" x 10"	3.43	16.94
Aerial Prints (black & white)		
10" x 10"	3.52	
14" x 14"	5.02	
18" x 18"	6.09	
20" x 24"	6.40	
27" x 28"	10.84	
40" x 41"	12.93	
Photographic Prints (black & white)		
4" x 5"	2.62	
8" x 10"	2.83	
11" x 14"	3.46	
16" x 20"	4.96	
20" x 24"	6.37	
22" x 28"	9.05	
24" x 30"	9.05	
30" x 40"	11.68	
***Color Prints from Color Transparencies:**		
8" x 10"	15.75	
11" x 14"	25.20	
16" x 20"	47.25	
20" x 24"	68.25	
24" x 30"	110.25	
30" x 40"	162.75	
***Color Prints from Color Negatives:**		
5" x 7"	7.88	
8" x 10"	9.98	
11" x 14"	15.75	
16" x 20"	33.60	
20" x 24"	50.40	
20" x 30"	68.25	
30" x 40"	126.00	

*Vendor supplied services; prices subject to change

NARA REPRODUCTION FEE SCHEDULE
Internal NARA Fees
Effective January 2, 1986

PROCESS OR SERVICE	PRICE ($)
Photostat	
Paper	6.10
Film	8.28
Diazo, per foot	.31

MICROFILM	16mm Rotary	16mm Planetary	35mm Planetary	35mm Oversize
Negative (per frame)				
Books	-	.07	.09	.18
Flatwork	.04	.06	.08	.17
Next generation (per ft.)	-	.05	.07	-
Direct duplicate (per ft.)	-	.06	.08	-

105mm MICROFILM/MICROFICHE	
Per frame or fiche	2.48

MICROFICHE DUPLICATION	
Diazo, per fiche	.22

TECHNICAL SERIVCES (per hour)	Regular	Overtime
Photographer	11.00	16.50
Microfilm preparation	9.50	14.25
Sound & video recordings	11.50	17.25

SAMPLE REPORT OF ASSURANCE FROM COMPONENT SYSTEM MANAGER (APPENDIX D TO OMB CIRCULAR MEMO M-85-16)

NAME OF SYSTEM _____

REVIEW MADE FROM _____ TO _____

NATURE AND EXTENT OF REVIEW

Limited Review _____ Detailed Evaluation _____

Explanation of Review _____

_____

_____

Other Information Considered _____

_____

_____

OVERALL RESULTS OF REVIEW

_____

_____

_____

_____

CONFORMANCE WITH OBJECTIVES

Systems Operations _____

_____

_____

_____

° Usefulness _____

_____

_____

_____

° Timeliness _____

_____

_____

_____

° Reliability and Completeness _____

_____

_____

_____

° Comparability and Consistency _____

_____

_____

_____

- Efficiency and Economy _____

Systems Integrity _____

Support for Budgets _____

Support for Management _____

Full Financial Disclosure _____

CHANGES REQUIRED AND PLANNED CORRECTIVE ACTIONS _____

The information presented above was obtained from a review made in accordance with the OMB Guidelines for Evaluating Financial Management/Accounting Systems. The results of the review described above indicate that the system generally (conforms) (does not conform) with the objectives detailed in OMB's Financial Management and Accounting Objectives.

SYSTEM MANAGER

Signature: _____ Date: _____
Name: _____
Title: _____

Notes:

(1) Within the appropriate category, under the "Conformance with Objectives" section, indicate each instances of significant nonconformance with the objectives set forth in Circular A-127 and detailed in Financial Management and Accounting Objectives. Indicate with an asterisk (*) those instances that are not in conformance with appropriate accounting principles and standards.

(2) If insufficient space is provided for the answers, complete them on attached pages.

CHAPTER 16. PRINTING, REPRODUCTION, AND DISTRIBUTION